

# SUNDAY MORNING ANNOUNCEMENT

Date(s) to be announced: \_\_\_\_\_  
(limit to 4 times for Sunday Verbal Announcements)

Group/Ministry Team: \_\_\_\_\_

Contact Person: \_\_\_\_\_ PHONE \_\_\_\_\_

- PROJECT** this on the overhead loop of announcements on Sunday morning
- PLACE IN BULLETIN** as a highlighted advertisement. (Items on the church calendar are automatically listed on the calendar portion for the week they are happening.)
- VERBAL ANNOUNCEMENT** is requested during Sunday Morning Announcements. Please place forms in announcement tray in office prior to offering time of the 8:00 am service.  
**PLEASE FOLLOW THESE GUIDELINES:**
  - Each announcement should be presented in 30 seconds or less.
  - Limit the number of dates to be announced verbally to **4 times**.
  - IF YOU ARE PRESENTING YOUR OWN ANNOUNCEMENT, **fill out this form** indicating below that you would like to make your own announcement, and be present in the front during announcements to promptly take your turn.
  - **Announcement Videos** must be submitted **prior to Sunday morning** for proper preparation.

**\*\*\*To place information on the Prayer List, News Line, or Share Ads use the following email addresses:**

[prayerlist@bvcob.com](mailto:prayerlist@bvcob.com)    [news@bvcob.com](mailto:news@bvcob.com)    [share-ads@bvcob.com](mailto:share-ads@bvcob.com)  
or email your information to the church office at [churchoffice@bvcob.com](mailto:churchoffice@bvcob.com) .

**Announcement is as follows:**

Return completed form to the church office, or Email a copy to [churchoffice@bvcob.com](mailto:churchoffice@bvcob.com)  
If more time is needed to promote your ministry, please contact a pastor.