

# Sunday Presentation & Announcement Guidelines

So, you want to be a part of the Sunday worship service? Great! The Worship Design Team uses the following criteria to guide our decision making process through the many requests that we receive on a weekly basis.

1. **The Function:** The main purpose of the Worship Service at E-Free is to facilitate life-change through preaching and Worship Arts centered around the Biblical theme of the morning. As a result, only limited time is available for announcements and other types of communications. The Worship Design Group has been charged by the Lead Pastor to serve as the oversight team to approve all worship service involvement requests to ensure that the main purpose of the morning is held as a priority.
2. **The Flow:** The Sunday morning worship service is designed to be 75 minutes in length. A minimum of 35 minutes will be reserved each week for the message and time of commitment. A minimum of 30 minutes will be reserved each week for creative communication of the theme through Worship Arts (Music, Drama, Visuals, Media, etc.) and worship through the offering. Rare exceptions will be made for special instances (i.e., The Youth Florida Trip Report).
3. **The Format:** Media/Video/Big Screen content should be submitted 6 days in advance using the following criteria: PowerPoint in .ppt format (not .pptx) and all pictures compressed (not to exceed 100 MB), Images in .jpeg or .bmp format and Video in .avi, .mpeg, .wmv, or .mov (preferably not a DVD) Streaming videos directly from Youtube or Vimeo on the big screen is not an option.
4. **The Fit:** All requests for Sunday morning service time will be evaluated using the following questions: a. How many people in the congregation does the request apply to? Requests that apply to the congregation as a whole or larger portions of the congregation will take precedent over requests that only apply to a smaller portion of the congregation. b. Does the request fit the theme of the morning? Requests that fit the theme of the morning will take precedent over requests that are separate from the morning's theme. c. Is the request concerning a ministry of our church? Requests concerning ministries of E-Free will take precedent over requests regarding ministries outside of E-Free. Has the request been pre-approved by the proper ministry team or leadership personnel? Example: Has a Sunday School class promotion been approved by the Christian Ed Team? d. Does the Sunday morning requested already include a Biblical ordinance? (baptism and communion will take precedent over other requests) e. Can the request be effectively communicated through other means?
5. **The Finalizing:** Requests that are approved will be used based on the following: a. The Worship Design Group will make the final decision on how the request is presented (video, drama, verbal. Etc.) b. The Worship Design Group will make the final decision on the length of time used for the request to be presented c. The Worship Design Group will make the final decision on the number of weeks that the request is presented No request will be approved for more than 3 Sunday mornings. d. The Worship Design Group reserves the right to adjust or cancel the content/request within a worship service due to: 1) content not submitted on schedule 2) Sunday morning time constraints 3) unforeseen circumstances e. Baby dedications will be held three times a year in May, September and January. Check with the Worship Design Group for details. f. Baptisms will be held approximately 6 times a year. Check with the Worship Design Group for details. g. The traditional and contemporary worship services might not always identically match in the presentation or duration of content.
6. **The Form:** A request form should be filled out and submitted to the Worship Design Group a minimum of 4 weeks prior to the requested date. However, specific requests for an "original" skit or video presentation must be submitted 6 weeks in advance.