

Digital Ministry Promotion Policy

- The TVs will only to be used for approved ministries of the church.
- The TVs will not be used for wedding, baby, graduation announcements, etc.
- Graphics will be in 16X9 jpeg format.
- Email to sdeaton@lakeviewfamily.org by Wednesday of the same week for the announcement to be added that Sunday.
- The person making the request will be responsible for providing the graphic and any editing, if needed, to correct the graphic.
- There is a resource available to create the graphic for a cost to the ministry requesting the graphic.
- TV's will be maintained by a staff member.
- Graphics will run for a maximum of four weeks.
- Forms are also available in the forms bin in the workroom. Fill out the form and place the form along with the CD, jump drive, or other device containing the file in Shannon Deaton's box. Please make sure your name is on the item to return.
- The TV in the Children's Wing is for use of the children and student ministry only. The Student Pastor and Children's Director are responsible for the content of that digital promotion.

[Link to Digital Ministry Promotion Form](#)