

Preston Hollow Presbyterian Church

Minute For Mission & Special Announcements

Guidelines and Instructions

WHEN

8:15 a.m. service Chapel (Meet the preaching pastor across from the Parlor at 8:05 a.m.)
9:30 a.m. service Sanctuary
11:00 a.m. service Sanctuary

LENGTH

Please limit message to **MAXIMUM OF 60 SECONDS**

- Please write out your script and time yourself. The length should not exceed about 125 words. To determine word count in Microsoft Word, select all text, go to the “Review” drop down and select “Word Count.”
- We have learned from experience that the shorter and tighter the script, the more people pay attention to the message.
- You may direct people to the Atrium to talk with you after the service. (See below for required atrium reservations).
- Please remember that the setting for this Minute for Mission/Special Announcement is worship. Good humor engages the listener and is appropriate; however, we discourage gimmickry and props. If your presentation requires "a little something extra," please check with your pastor-liaison as you plan the presentation.
- E-mail your script to the preaching pastor and Diane Pennington (below) *by the Thursday prior to the designated Sunday.*

LOGISTICS

Please sit as close to the lectern as possible on one of the front rows. During the “For the Life of the Church,” even before the preacher starts to introduce you, please make your way to the lectern. That way, you will be ready to speak as soon as the pastor has finished introducing you. Point the lectern microphone at your chin before speaking.

DEFINITION AND PURPOSE

- A **Minute for Mission** is any message that educates and promotes opportunities for volunteering and/or partnership with missional activities and organizations that are not directly part of PHPC’s teams or ministries.
- A **Special Announcement** is any message to promote awareness of and information about PHPC programs and ministry opportunities to its members.
NEITHER should be a veiled attempt at an appeal for funding or donations. Any direct appeal for funds in worship must be pre-approved through **Finance Committee**.

SCHEDULING

If you have any further questions regarding **Minute for Mission and Special Announcements**, please contact Diane Pennington at dpennington@phpc.org, or 214-368-6348, ext. 116.

For scheduling **Counter Space or Bulletin Inserts**, please contact Communications at communications@phpc.org or 214-368-6348, ext. 170.