

First A.M.E. Church of Los Angeles Internal/External Communications Procedures

This outlines the process for all FAME commissions, auxiliaries, ministries and programs regarding all internal and external communications and its coordination of all internal church publications and other printed and electronic literature (worship bulletins and programs, website, announcements, video materials, brochures, pamphlets, etc). This also covers broadcast and electronic mass media.

All FAME commissions, auxiliaries, ministries and programs with church-related communications needs are required to contact the Commission on Public Relations (via the FAME website) for support and guidance. Members of the Commission will work directly with all FAME clergy, department heads, commission and organizational leaders to ensure events and activities meet the necessary communications requirements.

STEP ONE: After checking the church calendar (to avoid potential event conflicts), obtain approval from Pastor's Office to hold event/meeting.

STEP TWO: Once approved, complete the Request for Internal/External Communications Services via the church website, with the following timelines in mind:

Bulletin Announcements: Submit copy 10 days prior to desired publication

Flyers, handbills, palm cards: Submit copy and artwork 3 weeks prior to planned distribution.

Banners: Submit copy and artwork 30 days prior to planned display date

Permission to author brochures, pamphlets, booklets: Submit 60 days prior to planned distribution

Audio/Video announcements: Submit copy 3 weeks prior to planned broadcast date

FAME Website: Submit 3 weeks prior to "live" date for artwork; 10 days for text only

All submissions will be acknowledged and a response will be provided within 3 business days. All requests must be submitted using the above-referenced form. The Media Ministry will not accept direct verbal or written requests to broadcast announcements that have not originated with the Request for Internal/External Communications Services.

MASS MEDIA (external media that is written, oral/audio, or broadcast or posted on the internet).

Requests for mass media consultation will be handled on a case by case basis. All requests must be submitted 45 days prior to event using Request for Internal/External Communications Services on the church website.

Additionally:

1. All inquiries from external media should be referred to the Pastor's Office or his designee.
2. No FAME member, ministry leader, or other should contact nor speak with the media about the affairs of the church without permission of the Pastor or his designee.
3. FAME members wishing to contact a specific media personality (because of personal friendship) relative to a specific event should coordinate such activities with the Pastor's designee.