



Thank you for your interest in a Ministry Moment slot in our worship services. Getting information to our congregation is important and we desire to do what we can to facilitate your request.

Please read through the Policy below and submit a completed application to myself.

Sincerely,

Doug Wiggers  
Worship Minister

### **Ministry Moment Request Policy**

1. All requests must be received no later than four weeks before your intended Sunday. *Not every request will be granted.*
2. There are many ways to convey information to the congregation. A Ministry Moment may not be the best way, depending on the information to be shared and those you need to share it with. We seek to reserve MM's for announcements that relate to the congregation as a whole, not a small segment of the congregation.
3. We will get back to you within a week of your request. If we feel that a Ministry Moment slot would not be best for your announcement, we will work with you in any way to communicate that information in other ways (bulletin announcements, display tables, etc).
4. If your request is approved, notes and/or an outline of what will be said needs to be reviewed by the Worship Minister. This is to ensure that the announcement is being tied into our Reach Teach Serve vision. If it doesn't tie together, there is no need for a Ministry Moment to be presented.



**MINISTRY MOMENT REQUEST FORM**

Today's Date: \_\_\_\_\_

Date Desire for Ministry Moment: \_\_\_\_\_

Ministry Requesting Ministry Moment: \_\_\_\_\_

Reason for Ministry Moment:

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Person(s) Delivering Ministry Moment:

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Please describe how this Ministry Moment announcement will relate to the congregation and its vision of 'Reach Teach and Serve'?

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**There are other ways to communicate announcements to the congregation. Please consider using any of the items below in place of and/or in addition to the Ministry Moment you request:**

www.CiceroChristianChurch.org website  
Bulletin Announcements  
Display Table in Foyer  
Bulletin Inserts

PowerPoint Slide created for Multimedia  
Video Announcement