



# New Life of Jacksonville's Announcement Process

*A Church That's Raising the Standard*

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## **Are You Submitting Just an Announcement Request?**

We've streamlined the process to make it easy for you—follow these steps to ensure your announcement gets noticed!

### 1. How to Submit Your Request

- Email: Send your announcement request to [newlifeneews8040@gmail.com](mailto:newlifeneews8040@gmail.com).
- CC: Be sure to include the Director and/or Pastor, if applicable.

When is Pastor Approval Required? You'll need a Pastor's approval for the following types of announcements:

- Private business announcements (exceptions include Entrepreneurial Fairs).
- Merchandise featuring NLEC or Branded Auxiliary Logos.
- Partnerships with other churches, organizations, businesses, or schools.
- Special announcements that impact the order of service.

### 2. What to Include in Your Request

Make sure to provide all the necessary details:

- General Announcement Details:
  - Announcement/Meeting Title: Add this to the email subject line.
  - Announcement/Meeting Start and End Dates.
  - Contact Name & Number.
- Who to CC:
  - Auxiliary Leader's email (if applicable).
  - Auxiliary Pastor's email (if applicable). A Pastor will need to reply or provide verbal confirmation of approval.
- Event-Specific Details:
  - If this announcement/meeting impacts or changes the order of service, Pastor approval is required.
  - If this is for an event, attach the approved Event Request Form to your email.

**Quick Note:** All event/calendar requests will be forwarded to [newlifeneews8040@gmail.com](mailto:newlifeneews8040@gmail.com) by Kendra Taylor (Calendar Admin). You're welcome to attach your announcement request to a calendar request for convenience.