

Announcement Guidelines for a New Appointment

When a new appointment has been set, the District Superintendent will inform the incoming pastor and the SPRC of the date when the appointment will be publically announced. The information should be kept confidentially by both incoming pastor and the SPRC until the agreed upon announcement date.

The announcement is first shared in the worship service(s) on a designated weekend. Following the announcement in the worship service (s), the information may also be shared through the church's communication portals (i.e. newsletter, email, etc.) in order to inform people who were not present in worship. The announcement should provide a brief overview of the pastor and family (if applicable), gifts and interests, and a timeline for when the appointment begins. The announcement should clarify that the current pastor will continue to serve until a specific date, as well as when the new pastor will begin serving.

The SPRC Chair or designee will share the announcement during the worship service (s). As well, if the incoming pastor is currently serving in an appointment, the pastor will share the news about a new appointment during the worship service (s) at his/her current location.

The District Superintendent will be responsible for writing and submitting to the Conference Communications department an announcement about the new appointment. The announcement of the new appointment will be posted on the Conference website (www.wpaumc.org/appointments) on the same day the appointment is announced in the local church. The announcement should be sent to Jackie Campbell, Director of Communications, at Jackie.Campbell@wpaumc.org. The announcement should be submitted at least 24 hours prior to the anticipated posting on the Conference website.

The Conference website announcement should include the following components:

- 1) A recent high resolution photo of the incoming pastor
- 2) A brief biography of the incoming pastor which may include family, education, gifts and interests, and appointment record.
- 3) A brief description of the church(s) where the pastor will be serving. This description may include highlights of ministry, notable historical facts, and community setting.

Sample announcements can be found at www.wpaumc.org/appointments