



Guidelines:

Communications and Multimedia Committee

Effective Date: 10/01/10

Contact: communications@jonesumc.com

Reverend Staci Current, Senior Pastor
Jones Memorial United Methodist Church
1975 Post Street
San Francisco, CA 94070-4157
Web: www.jonesumc.com / Email: office@jonesumc.com
Tel: (415) 921-7653 / Fax: (415) 921-7683

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Announcements And Presentations During Worship

Each Sunday's worship experience is a "treasure" that we hope will be God-honoring and anointed. Our desire is not to curtail the announcements and special presentations, but to effectively and creatively communicate to a 21st century group of people who "take in" communications much more quickly than 10 years ago. It is also our desire to keep the focus of worship on God. It is with this backdrop that these guidelines are presented.

Announcements

Effective January 1, 2010, all pulpit announcements are made by the Pastor or her designated representative.

If this policy changes in the future, here are the guidelines that will apply:

1. Only one (1) verbal announcement will be made from the lectern each Sunday unless deemed necessary by the Senior Pastor. This excludes communion Sunday in which case no additional verbal announcements will be made.
2. Announcements should be friendly and invitational to guests and visitors, as opposed to being "closed circuit" and exclusionary in language or spirit to guests or visitors.
3. Announcements should be pro-active and not reactive in nature. Announcements should not be made simply because someone neglected to communicate or needs a shortcut to communicate to their group.
4. Announcements are meant to augment and support personal invitation, not replace it.
5. Announcements should be typed and limited to no more than sixty seconds. Written announcements requests should be submitted to the church office no later than 4 p.m. on Tuesday.
6. Sunday "last minute" announcements will only be accepted for the following reasons:
 - a. Church member illness, accident, or death;
 - b. Response to world/national emergency;
 - c. Weather-related changes; and
 - d. Other Pastoral items deemed necessary by the Senior Pastor or Administrative Council.

Special Presentations:

1. Special presentations are done in addition to announcements and are reserved for special occasions and should be done in such a way as to not exclude visitors.
2. Special presentations should be limited to 3-5 minutes should include a faith based rationale for the presentation.
3. Special presentations should be pre-scheduled on the annual planning calendar so as to interface smoothly with the worship experience and other areas of church life.
4. Please create and submit a presentation outline and/or script that realistically address the subject matter and time limit. This is due to the office the no later than two (2) weeks (14 days) before the presentation.

Intellectual Property

The Church respects the intellectual property (i.e. copyrights, trademarks, etc.) of all individuals, business, and organizations. To that end, you must provide written proof of the right to use the intellectual property (e.g. photographs, written documents, images, clip art, etc.) for any and all communications generated by or associated with the Church – this includes items downloaded from the Internet. *See **Appendix B*** for an example.

Written proof of the right to use said intellectual property must be submitted to the Communications / Multimedia chairperson at communications@jonesumc.com. If you need assistance in meeting these requirements, contact the Communications/Multimedia chairperson.

Written Communications

Bulletin Announcements:

Bulletin announcement requests should be submitted to the Church office no later than 4 p.m. on the Tuesday before the Sunday in which you want your announcement to appear. *See **Appendix A*** for the Bulletin / Announcement Request Form.

Note: The number of times that an announcement requesting **financial** donations will appear in the bulletin will be at the Pastor's discretion.

Requests should be submitted to the office by hand, US Mail, facsimile (415-921-7653), or email (office@jonesumc.com).

Correspondence:

All correspondence sent from the Church must be submitted to the Church office for review and approval by the Pastor and for printing on the Church's official letterhead. No one is allowed to print correspondence on their own "version" of the letterhead or to use the Church's official letterhead – all correspondence must be printed by the office. We pray that this will reduce the instances of spelling and grammatical errors in official Church communications.

Requests should be submitted to the office by hand, US Mail, facsimile (415-921-7653), or email (office@jonesumc.com).

Special Events:

A draft of all bulletins, brochures, programs, etc. for all special events must be submitted to the Church office for review and approval by the Pastor.

Requests should be submitted to the office by hand, US Mail, facsimile (415-921-7653), or email (office@jonesumc.com).

Other Written Communications:

All communications (e.g. flyers, tickets, banners, posters, etc.) from the Church – including publicity – must be routed through the Communications / Multimedia chairperson and approved by Pastor Staci **before** dissemination. The goal of this policy is to ensure that all Church communication is consistent, accurate, and in alignment with the Church's mission.

Requests should be submitted digitally by hand on digital media or via email to communications@jonesumc.com and pastorstaci@jonesumc.com. **Note:** Please plan ahead as there will be a 2-3 week turnaround for the approval process.

Church Related Public/Media Appearances

Pastor Staci is the official Representative of Jones Memorial United Methodist Church. No individual should represent the church in any media (television, radio, movie, etc.) without the expressed written permission of the Pastor or her designated representative(s).

Appendix A

Appendix B



Selected Civil War Photographs, 1861-1865

Rights and Reproductions

[Copyright and Restrictions](#) | [Availability of Reproductions](#) | [For Further Information](#)

Copyright and Restrictions

There are no known restrictions on these photographs. However, approximately fifty of the portraits of soldiers (mostly enlisted men) are copies of photographs that the Library of Congress borrowed during the 1950s and early 1960s. (The catalog records for these images contain a note field that begins "Copy photo made by LC . . ."). After copying, the original photographs were returned to their owners but the Library did not retain a record of the owner's names and addresses. The Library is not aware of any restrictions on these images, but is anxious to hear from individuals or institutions that own the original photographs or who know of their history.

Suggested credit line: Library of Congress, Prints & Photographs Division, [reproduction number, e.g., LC-B8184-3287]

For guidance about compiling full citations consult [Citing Electronic Sources](#) on the learning page.

More information about [American Memory Collections, Copyright, and Other Restrictions](#) is available.

Availability of Reproductions

See the collection home page for information about the availability of reproductions of materials in this online collection.

For Further Information

If you have comments or additional questions, please [contact us](#).

PREVIOUS

NEXT

[NEW
SEARCH](#)



Library of Congress



AMERICAN
MEMORY

Selected Civil War Photographs, 1861-1865

Click on picture for larger image, full item, or more versions. [\[Rights and Reproductions\]](#)



[Cumberland Landing, Va. Group of "contrabands" at Foller's house]

Gibson, James F., b. 1828, photographer.

CREATED/PUBLISHED

1862 May 14.

SUMMARY

Photograph from the main eastern theater of war, The Peninsular Campaign, May-August 1862.

NOTES

Reference: Civil War photographs, 1861-1865 / compiled by Hirst D. Milhollen and Donald H. Mugridge, Washington, D.C. : Library of Congress, 1977. No. 0055

Title from Milhollen and Mugridge.

Stereo filed in LOT 4172-A.

Title information from ca. 1880 corresponding print in LOT 4172 B.

Forms part of Civil War glass negative collection (Library of Congress).

SUBJECTS

United States--History--Civil War, 1861-1865--African Americans.

Peninsular Campaign, 1862.

Wet collodion negatives--1860-1870.

Stereographs--1860-1870.
United States--Virginia--Cumberland Landing.

MEDIUM

1 negative : glass, stereograph, wet collodion.

CALL NUMBER

LC-B811- 383

REPRODUCTION NUMBER

LC-DIG-cwpb-01005 DLC (digital file from original neg.)

LC-B8171-0383 DLC (b&w film copy neg.)

SPECIAL TERMS OF USE

No known restrictions on publication.

PART OF

Selected Civil War photographs, 1861-1865 (Library of Congress)

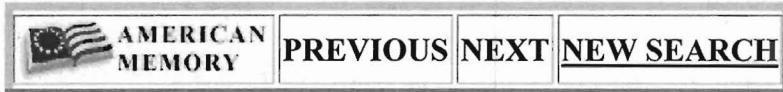
REPOSITORY

Library of Congress Prints and Photographs Division Washington, D.C. 20540 USA

DIGITAL ID

(digital file from original neg.) cwpb 01005 <http://hdl.loc.gov/loc.pnp/cwpb.01005>

(digital file from intermediary roll copy film) **cwp 4a39468**



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Lucy Kinchen Director

Sequoia High School Choir,
Othello Jefferson Director

Fredrick Matthews,
Operatic Baritone,
Member San Francisco Opera

Dr. Carl Blake,
Pianist

SAVE THE DATE
April 25th, 2010 - 3:00 P.M

Donation - \$20.00.



Jones Memorial UMC
1975 Post Street
San Francisco, CA 94115

Pastor Staci W. Current, Senior Minister
Ms. Aleece J. Carson, Minister Of Music

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