



<b>Title: LCD Sign Display</b>
<b>Policy #: 2</b>
<b>EXPIRES: When Replaced</b>
<b>ISSUED BY: Church Council</b>
<b>SIGNED:</b>

---

## 1 History

VERSION	DATE APPROVED	UPDATED BY	PURPOSE FOR CREATION/UPDATE
1.0	1/17/2012	S. TRAKEL	PROVIDES GUIDELINES AS TO WHAT CAN BE DISPLAYED ON THE NEW OUTDOOR LCD SIGN

---

## 2 Scope

This policy is part of St. Paul Lutheran Church's organizational policies. This policy applies to all congregation members, members of the community and employees of St. Paul Lutheran Church.

---

## 3 Policy

The outdoor LCD sign display is meant as an outreach to the community. It announces things that you would invite the community to, not necessarily just members of the congregation. The sign displays need to remain smooth and tasteful. There should be no flashing or blinking messages. There will be a maximum of six different messages at one time. The following guidelines will be followed.

- Messages will be as follows:
    1. **Worship Times**
    2. Special Worship Times(ie Advent, Lent, Holidays, etc)
    3. **Connecting People to Christ**
    4. St. Paul Event
    5. St. Paul Event

**Items in Bold will be standard each week**
  - St. Paul Events that can be displayed (and given priority in the order listed below):
    1. Special classes/programs/bible studies offered by St. Paul (if series of classes, first week only)
-

2. Open registration for ECC, Sunday School, VBS, Memory Matters (first week only, unless message slots available)
  3. St. Paul Group events held **in** the building (ie: Trash 'n Treasure, Cookie Walk, Brat Fry, Chili Dinner, etc)
  4. St. Paul Events **outside** the building (ie: Autumn Gala, Co-op VBS, Ducktona Pancake Dinner, etc)
  5. Public Events held **in** the building (Blood Drive, Lifeline, etc)
- 

## **4 Procedure**

1. The Director of Church Administration will review upcoming events and post them on the display.
  2. Special requests should be given to the Director of Church Administration to determine if they will be placed on the sign, in accordance with the guidelines established in the policy.
- 

## **5 Forms**

None