



Notices and Publicity Material Policy

Approval and Reviews

Policy approved by:	Parochial Church Council
Date approved:	15 th July 2025
Review/ Updated	
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1. Purpose

1.1. This policy and procedures clarify the specific measures taken by Holy Trinity parish to ensure it has effective control over the accuracy and displaying of notices and promotional publicity.

1.2. The policy provides a comprehensive statement of the principles, processes and relative responsibilities of information and marketing materials (including print, electronic and web-based material)

1.3. The procedures associated with this policy serve to ensure that in any publicity relating to Holy Trinity Parish:

- the accuracy and consistency of information, marketing and publicity materials using the Holy Trinity name is maintained.
- the message communicated is clear, accurate and consistent.
- the image is maintained.
- marketing and publicity materials do not compromise but enhance the image of the parish.
- messages are complementary and not contradictory.

2. Forms of communication including agreed processes

➤ Weekly Bulletin.

- All regular worshippers are encouraged to have access to information about all forthcoming events through the weekly bulletin, which they receive either by email or by arranging for someone to print the version from the website.



3. Holy Trinity Notices.

➤ Notices for the AV screen and to be announced in services

- Anyone wishing to have a notice put on the screens in the notices at services must submit this to the Parish Office by 12noon on the Thursday before the Sunday it is to be used. Any appropriate notices submitted can be displayed on the screens in church after the service and during coffee.
- To avoid too much repetition, slides and announcements of events will be included in the notices part of the service for a maximum of three Sundays. In subsequent weeks the slide will only appear on the screens during coffee and, unless there is a significant update or change to the information, will not normally be shown or announced during the service.
- If the need for a notice occurs after the submission deadline, the notice must be sent directly to the President who then decides if it can be included during the service.
- The President should not be asked just before a service begins to include a notice (unless there are exceptional circumstances) as this can be difficult to accommodate during final preparations for the service.
- It is up to the discretion of the President (ie the person leading the service) what is, or is not, announced in the notices, but if there is any uncertainty or disagreement, the final decision rests with the Vicar

➤ Posters and Fliers

- Anyone wishing to display a poster or put out a flier must submit this to the Parish Office in the first instance, who will then decide when and where it will be displayed.
- Members of the congregation are not to be permitted to put up posters themselves and clergy or Churchwardens should only do so in exceptional circumstances. This will enable the office staff to manage what material is out, where it is displayed and how long it is put out for.

➤ Notice boards

➤ North Path Notice Board



- The notice with the upcoming Sunday services should be put up on Mondays after arrangements are confirmed at the Diary and Review meeting (left hand side top A3 frame)

The two A4 frames below to list the details of weekday services and openings.

The four A4 frames to the right-hand side to display

- The Inclusive church poster
- The tour of church QR code
- The baptism and wedding QR code
- The friends of Shakespeare church poster.

➤ **Church North door/gate**

- The 2 A4 notices in the frame to include the upcoming Sunday services and the current weekday service notice.

➤ **North porch**

- The first notice board is to be used for statutory notices (e.g. Health and Safety policy, Faculty applications, Safeguarding etc).

- The second notice board in the North porch is to be used for displaying photos of the clergy team

➤ **Internal notices in church**

- Information for church staff, officers or volunteers (eg Health and Safety, Fire and emergency procedures) will be placed on

- the inside of the doors of the cupboard by the AV desk. A note will be placed on the board inside the North Porch to indicate this is where they are to be found.
- Clergy vestry
- North transept

- The display board inside the church next to the north door is for displaying publicity posters. Only A4 posters will be permitted to be displayed in the church using the clip frames.

- Sticking publicity posters to furniture, doors or walls is not permitted.

- The Premises licence notice to be kept in the severy cupboard and to be brought out and displayed at all events involving serving of alcohol

➤ **North gates -poster frames**

The two A3 frames at the top of the North Path, all requests to display a poster in these frames must go via the Parish Office.

4. The Parish Centre



➤ **Front window display case.**

This notice board to be used for parish official notices and promotional activity linked to the parish

All requests to display a poster in these frames must go via the Parish Office.

➤ **Parish Centre Foyer**

This notice board used for Health and Safety, Fire and emergency procedures.

The clip frames to be used to display photos of the clergy, staff and church teams.

➤ **Main Hall, Meeting room and kitchen**

Relevant Health and Safety, Fire and emergency procedures displayed

5. Branding.

- Please use guidelines in document attached

Reference Points.

- In the case of any disputes, the final decision on what can be displayed, where and when, rests with the Vicar, or in their absence the Associate Minister or Senior Churchwarden.
- Consideration of a second noticeboard in church. Following discussion at the Standing Committee, it was agreed that space should be found for an additional notice area in the south-west corner of the church, possibly on the old flower arrangers' cupboard. At present it is **not** envisaged that this would require a new noticeboard, which could need a faculty. The PCC authorise Standing Committee to keep the need for additional notice boards under review and to apply for any faculties that might be required.