



MEDIA MINISTRY POLICY & PROCEDURES

New Bethel Missionary Baptist Church
Rev. Willie Wright Jr., Pastor

August 2023

NBMBC Media Ministry's Mission

Our mission is to lead people into a new and growing relationship with Jesus Christ through the use of technology and technical gifts by creating an excellent, spiritual, and professional atmosphere. We will seek how to best serve our Pastor, deacons, and every ministry with our technology in a manner that is helpful and not hindering to accomplish this mission.

SERVICE

Service in the Media Ministry always begin with prayer. Media Ministry members should have active individual prayer lives, lifting each other through church leadership, and being an example to the body of believers we serve.

Media Ministry Members

Sis. Ramona McFadden

Bro. John Osborne

Sis. Beverly Osborne

Contact Info:

3249 Hwy 15 South

Sumter, SC 29150

803-481-4501

salvation@ftc-i.net

Media Team Email address: newbethelmediateam@gmail.com

YouTube Channel:

New Bethel Missionary Baptist Church Sumter SC

Facebook Page:

New Bethel Missionarybaptistchurch

General Information

We use the Easy Worship Program for all scheduling. YouTube is our live streaming platform. Open Broadcaster Software (OBS) is a free and open-source solution for offline video recording and live streaming that is Mac and Windows compatible.

***The Media Ministry works diligently to provide the technical service needed for each ministry to be successful. Therefore, it is important for everyone to be on one accord. Please be sure that guidelines that relate to your ministry are met, or your request will not be fulfilled on Sunday morning.**

Announcement Guidelines:

- All church announcements should be provided to the Media Ministry by 12:00 pm on the Friday prior to Sunday service.
- All announcements will be approved by the Church Staff prior to being submitted to the Media Ministry.

Songs Guidelines:

- All Songs/CD's played in the sanctuary needs to come through the media ministry and have approval by the Pastor. (Except songs sung by the choir)

Choir Ministry Guidelines:

- All songs (**opening and hymn of invitation**) being requested from the choir that need lyrics displayed must be provided to the Media Ministry no later than 3:00 pm Friday prior to Sunday service.

Praise Dance Ministry Guidelines:

- All songs being requested from the praise dance ministry needs to be submitted no later than Wednesday prior to Sunday service.

Homegoing Service Guidelines:

- In the absence of a choir/soloist requested music must be provided by the family in MP3 format.
- Music must be sent to the Media Ministry's email at: newbethelmediateam@gmail.com
- If a CD is being provided, the order in which music is to be played during service must be specified by the family.
- If the family request a CD to be played during the service, the order in which the songs are to be played must be provided to the Media Ministry no later than 48 hours prior to the day of service.
- All music must be vetted by the Media Ministry via Pastor Wright & Deacons.
- All music must be provided to the Media Ministry no later than 48 hours prior to the day of service.
- Picture of loved one to be displayed must be provided to the Media Ministry no later than 48 hours prior to the day of service.
- If a slideshow is requested to be displayed prior to service, it must be compiled and formatted in the MP4 format by the family, and provided to the Media Ministry no later than 48 hours prior to the day of service on a thumb drive.
- Slideshows/presentations will be displayed before the processional/the family enters and at the end of the service/as the family exits.
- If recording of the service is requested of the Media Ministry (**inside the sanctuary only**), request must be made no later than 48 hours prior to service, and a new blank thumb drive containing no less than 32GB must be provided by the family.
- The Media Ministry **Will Not** record any portion of the service outside of the sanctuary.

- The Media Team **Will Not** Live Stream a homegoing celebration without pre-approval from Pastor Wright, and a request notification no later than 48 hours prior to the day of service.
- Music, pictures, and slideshow displays that are not provided within the time frame allotted will not be displayed.

Wedding Services Guidelines

- If a CD is being provided for the wedding, the order in which music is to be played during service must be specified by the bride/groom.
- If the bride/groom requests a CD to be played during the service, the order in which the songs are to be played must be provided to the Media Ministry no later than 48 hours prior to the day of wedding service.
- The Media Ministry **Will Not** record any portion of the wedding service outside of the sanctuary.
- The Media Ministry **Will Not** Live Stream a wedding service without pre-approval from Pastor Wright, and a request notification from the bride/groom no later than 48 hours prior to the day of service.

