



UNIDA CHRISTIAN CHURCH OF ANABU

UCCA MULTIMEDIA TEAM

POLICIES & PROCEDURES

VERSION 1.0

SEPTEMBER 2026

UCCA MULTIMEDIA POLICY OVERVIEW

I. GENERAL PROCEDURES FOR WORK REQUESTS

Step 1: All requests for promotions or equipment must be submitted using electronic forms available at www.uccanabu.org.

1. All announcement/promotion materials designed for the entire church community must adhere to the following procedures:
 - a. A ministry must use one form for all event requests to ensure a clear overview of promotion efforts.
 - b. Requests for PowerPoint announcements, videos, in-service print materials, or website presence require approval from the ministry president or leaders.
 - c. After receiving approval, the Multimedia Team will collaborate with ministries to create a project schedule and develop a promotional strategy.

Step 2: Ministries are encouraged to adhere to the project schedule and maintain ongoing communication, particularly regarding any unforeseen updates or changes.

Step 3: Special Guidelines or Instructions:

1. The Multimedia Team will proofread all materials for spelling and grammatical accuracy; however, each ministry president/officer is responsible for proofreading, especially for the accuracy of information such as correct dates, room numbers, titles, and more.

II. DEADLINES:

1. TWO-WEEK DEADLINE:
PowerPoint presentations, posters, banners, and any other graphic design materials.
Media equipment
2. FOUR-WEEK DEADLINE:
Video content and certain website requests.
3. FOUR-DAY DEADLINE:
PowerPoint presentation for Sunday or Midweek service message.
Praise and Worship Song List

UCCA MULTIMEDIA PROMOTION REQUESTS

I. **POWERPOINT ANNOUNCEMENTS – TWO-WEEK DEADLINE**

PowerPoint announcements feature graphics and concise descriptions that provide specific details such as who, what, when, and where of upcoming events that the ministry wants to promote on PowerPoint slides.

1. The PowerPoint presentation will be created from scratch by the Multimedia Team - TWO-WEEK DEADLINE
2. The PowerPoint presentation will be created by the Ministry and is intended solely for review by the Multimedia Team – ONE WEEK DEADLINE

II. **VIDEO ANNOUNCEMENTS – FOUR-WEEK DEADLINE**

1. Video announcements showcase and promote special events, detailing specifics such as who, what, where, and when. These announcements are shown during the service and should not exceed 2 minutes in length.
2. When requesting a video announcement, the ministry must submit any scripts, ideas, footage, graphics, etc., to the Multimedia Leader/Officer. If footage is provided, the ministry must include a shot list with time codes. Depending on the type of video, the ministry may also need to provide one or more of the following:
 - a. Voiceover
 - b. Script or outline
3. After the Multimedia Team finalizes the video outline and voiceover, the requesting ministry must obtain executive approval. The video will remain on hold until it receives approval.
4. The Multimedia Team will capture footage and produce your video. We will schedule a viewing time for your approval at least one week before the show date. Any corrections or changes you request will be made and sent back to you for approval. Please note that requested changes should not deviate from the agreed-upon concept unless approved by the ministry leader or officer.

III. **SOCIAL MEDIA ANNOUNCEMENTS – TWO-WEEK DEADLINE**

Social media announcements feature graphics and concise descriptions intended for a large audience. They provide specific details such as who, what, when, and where of upcoming events that the ministry wants to promote through social media (example Reels).

1. The Social media announcement will be created from scratch by the Multimedia Team - TWO-WEEK DEADLINE
2. The Social media announcement will be created by the Ministry and is intended solely for review by the Multimedia Team – ONE WEEK DEADLINE

IV. **WEBSITE CONTENT – TWO TO FOUR WEEK DEADLINE**

1. Website content communicates events and ministry information to visitors, the congregation, and anyone visiting UCCA's website at www.uccanabu.org.
2. Promotion on the website can be accessed through the following methods:
 - a. Added by the ministry to the events page
 - b. Graphic on the homepage slideshow (only for major events)
 - c. A unique website will be created for the event, but please note that it requires four weeks' notice for completion.
3. If you have a special request related to the website that is not listed above, please reach out to the Multimedia leader and web content designer.

V. **POSTERS & BANNERS – TWO-WEEK DEADLINE**

1. Posters are intended for indoor use and can include promotional posters, directional signs, and more.
 - a. Poster will be created from scratch by the Multimedia Team - TWO-WEEK DEADLINE
 - b. Poster will be created by the Ministry and is intended solely for review by the Multimedia Team – ONE WEEK DEADLINE
 - c. Once the poster has been created and approved, each ministry is responsible for printing, mounting their posters, and setting them on easels.
2. Banners are made from reinforced vinyl, making them suitable primarily for outdoor use.
 - a. Banner will be created from scratch by the Multimedia Team - TWO-WEEK DEADLINE
 - b. Banner will be created by the Ministry and is intended solely for review by the Multimedia Team – ONE WEEK DEADLINE
 - c. Once the banner has been created and approved, each ministry is responsible for printing, mounting their posters, and setting them on easels.

NOTE: The time required to fulfill all requests may vary during periods of high demand.

VI. **WORSHIP SERVICE & PRAYER MEETING FOR ASSIGNED PREACHER & WORSHIP LEADER**

This regular promotion is intended for Sunday worship services and midweek prayer meetings.

1. For the assigned preacher, a PowerPoint presentation for the sermon will be provided to the Multimedia Team.
 - a. For Sunday Worship – PowerPoint to be given to the Multimedia Team on or before Wednesday.
 - b. For Midweek Prayer Meeting (Wednesday) – PowerPoint to be given to the Multimedia Team on or before Saturday.
2. For the assigned worship leader, a worship song list will be provided to the Multimedia Team.
 - a. For Sunday Worship – Worship Song list to be given to the Multimedia Team on or before Wednesday.
 - b. For Midweek Prayer Meeting (Wednesday) – Worship Song list to be given to the Multimedia Team on or before Saturday.

EQUIPMENT REQUEST & STAFFING

I. EQUIPMENT & STAFFING REQUESTS – TWO WEEKS IN ADVANCE

If you need equipment set up in a specific room, require staffing for your event (such as a sound operator), or wish to borrow equipment from the Multimedia Team, please submit a Media Equipment Request through www.uccanabu.org at least two weeks before the date you need the equipment.

1. Policy on the Borrowing of Church Equipment

- a. The following items are the only ones that the Multimedia Team will allow to be borrowed. – Camera, Sound Systems, Video Projectors, Microphones, & other Multimedia Equipment.
- b. In accordance with the existing policy of the **Unida Christian Church of Anabu (UCCA)** regarding the borrowing of church equipment, all requests for the use or borrowing of equipment shall first be coordinated with and properly endorsed through the **Church Administration Secretary**.
- c. All church equipment intended for borrowing shall be secured exclusively through the **Multimedia Team**. The requesting individual or ministry shall coordinate with the Multimedia Team prior to obtaining any equipment. All borrowed equipment must be properly documented and signed out with the Multimedia Team, including the **name of the borrower, equipment borrowed, date of release, and expected date of return**.
- d. Borrowed equipment must be returned to the Multimedia Team the day after it was requested or the day after the event for which it was used. Please return the equipment to the Multimedia Team by this deadline to ensure that other ministries can access the equipment when needed.

2. Request to Staff Upcoming Events

Requesting staff from the Multimedia Team for events typically involves asking for technical support, such as a sound operator or visual assistance. The Multimedia Team will make an effort to have someone available to assist with events; however, please be aware that the team has a limited number of staff and volunteers, including sound operators and other technical personnel.

UCCA MULTIMEDIA TEAM MEMBERS

CORE TEAM

Prince Ejercito – Team Leader

Josiah Lagangan – Assistant Team Leader

Shanti Garcia – Secretary

Lemuel Custan

Jonel Diato

PRODUCTION TEAM

Function:

Tech Team, Camera, Microphone, Audio, PowerPoint, & Livestream

Members:

Prince Ejercito

Kyn Lapidario

Lemuel Custan

Jonel Diato

Josiah Lagangan

Arvhie Legaspi

Ace Zamora

Jowel Diato

CREATIVES TEAM

Function:

Documents, Series Design, Special Events Video, & Posting Social Media

Members:

Prince Ejercito

Shanti Garcia

Jonel Diato

Daniel Sarte

Psalm Sarte

Yuri Casapao

Rain Paulo Macuha

ADVISER/COUNCIL

Deac Alma Daigan

Jon Villanueva

Mike Ligon