



MD SUBMISSION GUIDELINES **(Updated 5-10-09)**

MESSAGES

- 1) Every message needs an attention-getting start, an engaging middle, and a challenging closing.
- 2) Please give your work an editing review. We will not edit your work. We accept or reject as is.
- 3) Do a spell-check.
- 4) Don't get fancy—simply text on paper with some items bolded is best. Do not use macros or any tricky formatting.
- 5) No unusual fonts: just use 12 point, Arial font. Simpler the better.
- 7) Follow this format:

MESSAGE FORMAT

Title:

Audience: (Jr. High/ Middle School?, High School?, Young Adult ? All?)

Topic/ Subject: (up to 3—select from subject listing below)

The Point/ Big Idea:

Key Scripture:

Other Scripture:

Materials: (This includes everything needed besides your Bible, sound system, computer, or projection unit.) "Internet access" would be a material to list.

Preparation: (Anything speaker needs to set up before service.)

I) INTRODUCTION (Plus interactive or creative media element?) Arrest their attention!

II) THE MESSAGE (Good mix of fun and serious tone.)

- 1) Support point 1 (Plus interactive or creative media element?)
 - 2) Support point 2 (Plus interactive or creative media element?)
 - 3) Support point 3 (Plus interactive or creative media element?)
- ETC.

III) CLOSING CHALLENGE (Boom! What do you want kids to choose, decide, commit to, or think about? Hit it clearly here. Plus interactive or creative media element?)

***Creative media** examples-Power Point outlines, MP3 recording of you speaking the message, slide shows, movie clip illustrations, illustrations, your self-made movies, simple activities, stories, object lessons, etc. Remember, these must be something you have all rights to. Always include some form of discussion or interaction with creative media to tie it to your message—even if just one question.

Permission to use from participants required--Anyone who appears in your filmstrips, video or any other visual media requires releases. (We don't need the releases, but you need to have them on hand.)

****Interactives** examples-Simple activities, discussions, small group projects-anything you do to involve the "audience" in your message.

NOTE: The more creative media* or interactives** you include, the higher the value and the higher the number of credits we can "price" your message. The higher the credits, the higher royalty you will make for each paid download of your message.

FILE FORMATS

TEXT: Submit all text in MSWORD file-include NO embedded graphics or photos in your message text.

PHOTOS: Submit your photo in jpeg form-no larger than 100 KB.

ORIGINAL POWER POINT: Power Point.

ORIGINAL VIDEO or SLIDE SHOW: Submit in format playable on Windows Media Player.

MOVIE CLIPS: Do not submit the actual movie clip, just reference it, List movie title, Studio, Release Month and Year, and the specific Start and End cues: Chapter/ Scene #, Start: HH:MM:SS, End: HH:MM:SS)

INTERNET and YOUTUBE video: Do NOT reference YouTube or internet sources for movie clips of copyrighted material. We need the complete URL and title for every video you reference in your message.

DO's

- Do CITE your complete source info. for **every** item you cite or quote that you did not create. You need to identify: source/ author/ contributor, Publisher/site, Issue/ Volume, Date, URL, page #. Use VERY little material

created by others. (Includes photo's, song lyrics, and sermon illustrations online) Such material must not exceed 5% (word count) of your submitted material. You may be using materials of others in your ministry, but when your messages are made available for sale, things change dramatically. We can't risk this kind of exposure to claims of infringement or plagiarism.

- Do IDENTIFY the version of the Bible you use for EACH Scripture reference.
- Do keep everything straightforward-clear.
- Do use illustrations of a personal nature (ex. Recounting a funny story about how much you hate shopping.) Just add the instruction to your outline following such illustrations: "Share your own personal story here about love/ hate for shopping."
- Do be thoroughly engaging-get audience involved as much as possible.
- Do use only material you own or have full rights to.
- Do make sure you have releases from anyone depicted in any original video you send (or anyone identified in audio recordings). If they are minors, you'll need one from the parents.
- Do edit and spell-check your work.
- Do make sure content is appropriate for all youth groups. This means a lot of things. Do your best.
- Do pray before sending your message--that the same impact they had on your group--they will have on the groups who hear them from their leaders.

DON'T's

- Don't reference You Tube videos that contain copyrighted material like clips from movies.
- Don't reference movie clips that include profanity, nudity, or graphic violence.
- Don't libel anyone. Just avoid writing anything negative about anyone.
- Don't disparage or ridicule other denominations.
- Don't use large portions of Scripture in your Power Points or messages. In messages, simply state (ex.) "*(Read John 10:6-11.)*" In Power Point, opt to highlight a key verse of a passage you refer to, (ex.) John 10:10—"The thief comes only to steal and kill and destroy; I have come that they may have life, and have it to the full."

Permission to use portions of the Bible is granted by the publishers who own each version. But if your use of the Bible exceeds a certain percentage of the work you submit--you will need to gain the permission of these publishers to use. Each publisher has their own rules. Please acquaint yourself with these rules and guidelines and abide by them when producing materials you intend to submit to **Ministry Downloader**.

SUBJECT/ TOPIC LIST

Abortion

Abuse

Action
Addiction
Afterlife
Alcohol
Angels
Anger
Anxiety
Authenticity
Authority
Balance
Baptism
Basics (Christianity)
Bible
Bible study
Bullying
Call of God
Causes
Change
Character
Christ
Christian Living
Christianity
Christmas
Church
Comfort
Commitment
Communication
Community
Communion
Comparing
Competition
Complaining
Confession
Conflict
Confusion
Connecting
Consequences
Contentment
Control
Core values
Counselor
Counseling
Courage
Creation
Crisis
Criticism

Cults
Dating
Death
Decision making
Deliverance
Depression
Desire
Desires
Difficulty
Disappointment
Discipline
Discouraged
Disillusioned
Diversity
Divorce
Doubt
Dreams
Easter
Emotions
Endurance
Enemies
Envy
Evangelism
Evolution
Expectation
Failure
Faith
Faithfulness
Family
Family values
Father
Fear
Feelings
Fellowship
Finance
Forgiveness
Freedom
Friendship
Frustration
Fulfillment
Future
Giving up
Giving
Goals
God
God's attributes

God's love
Gossip
Grace
Gratitude
Greatness
Greed
Grief
Growing
Guidance
Guilt
Habits
Hardship
Healing
Health
Heaven
Hell
Holiness
Holy Spirit
Holy week
Homosexuality
Honesty
Honor
Hope
Hurt
Hypocrisy
Integrity
Intimacy
Inspiration
Integrity
Jesus
Joy
Justice
Kindness
Kingdom of Heaven
King of Kings
Laughter
Leadership
Life
Listen
Loneliness
Love
Lust
Materialism
Maturity
Men
Mental health

Mind
Ministry
Miracles
Mission
Missions
Money
Morality
Mother
Negativity
Obedience
Obedience to God
Occult
Opportunity
Pain
Paranormal
Parents
Passion
Patience
Peace
Persecution
Perseverance
Physical health
Politics
Pornography
Poverty
Power
Power of God
Praise
Prayer
Pride
Problems
Procrastination
Prodigal
Purity
Purpose
Real
Redemption
Regret
Rejection
Relationships
Religion
Repentance
Resentment
Respect
Revelations
Revolution

Risk-taking
Sabbath
Salvation
Satan
Satanism
Self-centeredness
Self-control
Self-esteem
Selfishness
Servanthood
Sex
Sin
Social issues
Socialization
Spiritual fruit
Spiritual gifts
Strength
Stress
Success
Suffering

Surrender
Temptation
Thanksgiving
Time management
Tithing
Tongue (words)
Trust
Truth
Uniqueness
Vision
Waiting
War
Weakness
Wisdom
Women
Work
World religions
Worry
Worship