

Grace Studio Podcast Application

Please complete and submit this form to propose a podcast recorded or produced in Grace Studio. Submission does not guarantee approval; see review process below.

Contact Information

- Name:
- Organization / Congregation (if applicable):
- Email:
- Phone:

Podcast Overview

- Podcast title:
- New podcast or existing series? (If existing, include links to past episodes):
- Short description (2–3 sentences):
- Primary goals (what outcomes or impact do you seek?):

Episode Plan & Format

- Proposed number of episodes and a synopsis for each:
- Typical episode length (minutes):
- Preferred release frequency (weekly/biweekly/monthly/other) and desired launch date (MM/DD/YYYY):
- Format (interview, sermon, storytelling, panel, hybrid):
- Who is your primary host:

Guests & Bios

- Proposed guests (name, role/affiliation, 2–3 sentence bio, contact info) for each episode:
- Confirm you will obtain guest consent for recording and distribution: Yes / No

Technical & Accessibility

- Recording location for both host and guest(s). Please specify location of host and guest(s): Grace Studio / Remote / Other (specify)

- Equipment/technical needs (microphones, remote recording, etc.):
- *Production and editing options are available through Irreverent Podcasts, fees apply and must be negotiated separately.*

Rights, Permissions & Content Standards

- Confirm you have or will obtain rights for music, clips, or copyrighted material: Yes / No
- Confirm content will align with Grace Presbytery's ministry commitments (Building Congregational Vitality; Dismantling Structural Racism; Eradicating Systemic Poverty; Advocating for Peace & Justice; Nurturing Theology & Evangelism; World Mission) and reflect commitments in PC(USA) ordination and Affirmation of Baptism vows: Yes / No
- I understand Grace Studio welcomes diverse viewpoints but will not approve material that promotes hate speech, systemic oppression, or contradicts the six pillars and vow commitments: Yes / No

Partnership & Session Approval

- Will you be partnering with any outside organizations for this podcast? Yes / No
- If yes, please list them here:
- Will you seek formal session (church leadership) endorsement or partnership? Yes / No
- If yes, please attach minutes or session approval.

Production & Support Request

- Do you plan to record over Zoom? Yes / No
- If yes, do you have your own zoom account? Yes / No
- Support from Grace Presbytery includes:
 - Studio time
 - Equipment Use
- Support available through Contract with Irreverent Podcasts includes:
 - Recording engineer/technician
 - Editing/post-production

- Distribution/publishing help
- Marketing/promotional support

Legal, Safeguarding & Consent

- I will obtain informed consent from all guests and follow Grace Presbytery safeguarding policies for minors and vulnerable adults: Yes / No
- I agree not to disclose confidential pastoral information without authorization: Yes / No

Submission Checklist (required)

- Completed form
- Initial episode list and proposed guests attached: Yes / No
- Sample episode or pilot (if available) attached or link provided: Yes / No
- Proof of music/third-party rights or plan to secure: Yes / No / N/A
- Transcript/caption plan attached or described: Yes / No

Review & Timeline

- Expect initial response within 2–4 weeks.
- Grace Studio will review for mission alignment, theological appropriateness, technical feasibility, legal/compliance, and safeguarding.
- You may be asked to revise content or provide additional materials. Approved projects will receive scheduling and available production support.

Contact & Submission Email

Send completed form and attachments to: grace-studio@gracepresbytery.org

Subject line: Podcast Submission — [Your Podcast Title]