

## Communication Checklist

Planning an event or a program? Looking for volunteers? This checklist is offered as an idea sheet of ways you might communicate your message to the congregation. It is not meant as a “you must do all of this” kind of list, nor is it intended to be all-inclusive. **Communicate six times in three ways.**

Media Vehicle	Deadline	Contact
Reserve the space in the Church	The sooner the better so that you’ll know if you need to choose an alternative space.	Beth
Church Calendar	No deadline	Send the information to both Beth and Kim so that the info is added to the Church Calendar in the office and the website calendar.
Worship Folder	Wednesdays at noon	Beth
Worship Visual Announcements (screens)	Fridays at 9:00 AM	Tobyn
<u>The Voice</u>	Each month on the 21 <sup>st</sup>	Beth does <u>The Voice</u> , and Kim does <u>The Echo</u> and the website, but if you send your information to both Beth and Kim, then you’ll be covered.
<u>The Echo</u> (mid month e-newsletter)	Each month on the 13 <sup>th</sup>	
Website	No deadline, but a few days warning is helpful.	
Email Announcements	No deadline, but a little notice is always appreciated.	Kim
Flyers for church	Suggested that you post for at least two Sundays before the event.	
Sunday School Announcements	Suggested that you deliver to classes at least two weeks before the event	Leave for Discovery, Koinonia, and ET Jones/Fellowship
Facebook	No deadline, but a few days warning is helpful.	Send Facebook announcement information to either Kim or Alan.
Press Releases	Send press releases to Terry for review and approval prior to sending to newspaper	1. Send to Terry 2. Send to paper – news@herald-dispatch.com
District Email	No specific deadline, but in advance is good	Send information to Kim to be forwarded to district

### CMC Website

[www.johnsonmemorialumc.com/CMC](http://www.johnsonmemorialumc.com/CMC)

I’ll post this checklist on the page so that you can always access the one that is most up to date.

### Email Addresses

Beth McVey	johnsonmumc@gmail.com
Kim Matthews	mom4GJ@yahoo.com
Tobyn Wells	tldomske@aol.com
Rev. Terry Deane	terrystmls@hotmail.com
Rev. Alan Williams	revalanwilliams@gmail.com