

Communication Guidelines



Community of Christ

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www.olathecofchrist.org

Dear Olathe Congregation,

This Communication Guidelines document is designed to provide the congregation guidance on communicating church messages, news and updates. These guidelines help clarify the purpose of each of the communication tools listed. The pastorate reserves the right to review and edit all communication to ensure it reflects Community of Christ beliefs, Enduring Principles and mission initiatives.

To promote consistency, and to reach the entire congregation, announcements may be presented in the worship bulletin, weekly congregation email message, monthly newsletter, and our website.

Website

- The Olathe congregation website (www.olathecofchrist.org) is our primary vehicle for communicating general church information to the congregation and visitors. It is a resource for publishing church events and activities, for communicating with the pastorate and office secretary, along with serving as a repository of other congregation resources such as newsletters, directory, calendar and schedules, church map, videos and photos, weekly bulletins, worship service audio recordings, building rental and other forms.
- The website includes information or links to the Midlands Mission Center (<http://www.midlandsmc.org>), Community of Christ (<http://www.cofchrist.org>), and affiliated organization websites.
- Please contact the webmaster at news@olathecofchrist.org if you have questions or to submit items to the website. Please allow a minimum of three days for new information to be listed on the website.

Weekly Email Announcements

- The weekly email announcements are the main “all member” communication tool and are distributed to anyone who provides an email address to us. It contains Olathe congregation announcements and news.
- It is distributed every Tuesday. All communication should be submitted by the Sunday prior to Tuesday’s publication.
- Announcement information should be submitted to news@olathecofchrist.org, and items should answer the questions: Who? What? Where? When? and Why?
- Items should be concise, short with bullets and include a title or headline.

Life Event Announcements and Prayer Requests

- Life events such as births, deaths, and prayer requests may be made by emailing news@olathecofchrist.org or by calling Laura Beckman. These requests should be made by involved friends or family members. Postings taken from social media should only be submitted with their consent.
- This time-sensitive information will be sent out as quickly as possible.

Sunday Verbal Announcements

- Verbal announcements, made from the pulpit each Sunday morning, should generally not be used for regular or routine events. This time should be reserved for critical or urgent announcements. The pastorate or worship presider should refer people to the announcements printed in the bulletin.
- All requests for verbal announcements should be written in the announcement notebook located in the church office prior to Sunday's worship service.

Sunday Worship Bulletin

- The Sunday morning worship bulletin is designed to guide worshipers through the service. It may also include inserts or announcements.
- Bulletin announcements need to be submitted to news@olathecofchrist.org or Sharon Robertson on the Thursday prior to the Sunday service.
- Announcements need to be straightforward and to the point (no more than 30-40 words) and should answer the questions: Who? What? Where? When? and Why?
- Special inserts may be added on occasion or for announcing major church news.

Monthly Newsletter

- The newsletter is distributed by email and posted on the congregation website. A limited number of paper copies are available at the church. They may also be mailed to people who do not have electronic access to the newsletter. Contact Sharon Robertson if you need the newsletter mailed to you.
- People are encouraged to submit information and articles related to the mission of Olathe Community of Christ. The deadline for submission of newsletter items is the 3rd Monday of the month prior to its publication.
- Items should be submitted electronically to news@olathecofchrist.org or brought to the church office.

Congregation Directory

- The congregation directory, including member contact information, a list of leadership teams, and a list of priesthood, is available on the congregation website. For confidentiality purposes the directory requires a password. Contact news@olathecofchrist.org for the password.
- The church directory is assembled and provided to help people make contacts for ministerial concerns and official congregation business. It is not intended, nor is it to be used as a contact list for business, mass email communications, or political purposes. The directory should only be shared with others to be used solely for its intended purpose.
- Your help in keeping our directory current and useful is greatly appreciated. Please send updates to news@olathecofchrist.org.

In Christ,

The Pastorate

Laura Beckman, Mary Gill, Brad Johnson, June Johnson, Brian Tubbesing

Communication Team

Jen Bauman, Laura Beckman, Becca Ferguson, Lesley Gill, Sharon Robertson, Wade Wallace