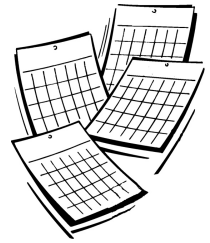


Communication, Communication, Communication

Helping your church work for you!



To help you and your boards communicate effectively and efficiently to the church office and the congregation, we hope these general principles will aid you.

CALENDARS

1. Our entire church calendar for both United Church and non-church related events and group can be found on our website at www.unitedchurch.org. Simply click on CALENDAR under the quick links button. In order to get your meetings or groups scheduled on the calendar, you must email our office manager at office@unitedchurch.org.
2. Weekly publications such as *United Church e-News* and *This Week* always list a weekly calendar of church events for that week.
 - **It is to your advantage to set regularly-scheduled meetings.** All regularly-scheduled meetings (both Board meetings and outside groups) are put onto the church calendar in their normal meeting space for several months in advance, thus reserving their desired meeting space.
 - **Meeting schedule changes should be communicated to the office** - so that the central church calendar can be adjusted. If a meeting needs to be scheduled in lieu of or in addition to the regular monthly meeting, please contact the office, so we can put it on the calendar and find a meeting space.

YOU MUST: send electronic copies of board/ committee meeting minutes to our office manager in the church office for our files.



- **Board Chairs should routinely send email reminders and agendas for scheduled meetings to the church office.** This enables us to cross-check the calendar to avoid space conflicts.

EMAIL NEWSLETTERS AND PUBLICATIONS

The good news is that United Church of Chapel Hill is committed to “going green.” We no longer have as many materials printed out and mailed to individual households such as our monthly newsletter. We now use an email marketing service Constant Contact in order to ensure communications with our congregation. We continue to stress that email is becoming our primary method of communication. Please keep our office updated with changes to your email account.

Weekly (every Tuesday), we send out *United Church e-News*: electronic email publication mainly advertising this week's events at the church. **IMPORTANT DEADLINE for e-News: Tuesdays by 11 am.**

This Week is published weekly in the Sunday bulletin. Includes this week's events and general announcements about United Church happenings and special events in the greater Chapel Hill area that may be an interest to United Church members and friends. We print *This Week* on Thursday mornings. **IMPORTANT DEADLINE for This Week - Wednesdays by noon.**

ACCESSING SOCIAL SURVEY INFO

Through the church database, we can help you access all kinds of data regarding the make-up of the congregation and volunteer interests of members.



Want to know who's interested in serving dinner at IFC? Helping with Habitat or prison ministry?

Want to know who may be available to read scripture on Sunday? Or may be interested in being an usher or greeter?

Or who's interested in teaching a class at one of the Wednesday evening programs?

Because of the Social Capital Survey, we have information on many member's interests and activities. We can capture this information in an Excel file along with contact information (email, phone etc) and email it to you. Simply contact the church office.

In order to insure that our database information is correct, **please notify the church office ASAP** with ***email addresses, home addresses, and phone numbers changes***, along with any changes to memberships of boards, committees, etc...

Your church office staff!!

Always busy working for you!

Rinnie Orr, Office Manager

(scheduling building use, calendar, publications, publicity, posters, brochures, database info, directory)

office@unitedchurch.org

942-3540

Monday - Thursday (9 am to 5 pm)

Friday (9 am to 3 pm)

Duane Gilbert, Business Manager

(finances, budgets, reimbursements, pledges, contributions)

dgilbert@unitedchurch.org

942-3540, ext. 69

Monday - Thursday (1 to 5 pm)

Fridays (1 to 4 pm)