

Calling Post Guidelines

Calling Post is the automated phone delivery system we use at Faith UMC to distribute information to the entire congregation or small groups/committees which have been previously set up. The following guidelines have been established so that everyone is aware of when Calling Post will be used.

- To inform of the passing of members or immediate family of members
- To inform of *immediate* changes in church activities that cannot be communicated otherwise
- To inform of special church-wide announcements (i.e. Holy Week, Christmas, fall kickoff activities)
- To inform group members of specific information regarding their group. (The group will reimburse the church for these calls at \$.08 per name per call.)

Whenever possible, other methods of communication such as the church website, Facebook, text blast, Faith Matters, Sunday bulletin, and the Pastor's e-note will be utilized as the primary method of communicating information.

Calling Post messages should be used with events that occur infrequently.

Requests for Calling Post messages should be directed to Sandy Ward, Program Coordinator or the church Office Manager. Whenever possible, advance notice of the announcement is requested.