



REMEMBER THE HOPE CHRISTIAN FELLOWSHIP CHURCH POLICY

COMMUNICATION TO RTH MEMBERS

Effective Date: 1/1/2009

BACKGROUND

RTH Communications was created to disperse church-related information in a timely, clear and concise manner. We want everyone to receive the same message when communicating church-related information without leaving anyone out.

POLICY

The RTH Communications Manager will be responsible for communicating ***all*** RTH-related information to the church and community. If you need information sent to the church, send the information to RTH Communications Manager to send out on your behalf. The communication will be sent in various ways – an e-mail, a phone call or sometimes U.S. mail. If a member does not have e-mail they shall receive a phone call. U.S. Mail is used mostly when sending out year-end information. ***Please do not supply your e-mail address to RTH if you only check it once a month or not at all.***

The RTH Communications Manager will make announcements on Sunday morning reiterating what's in the bulletin. There will be no last-minute announcements made on Sunday that did not get into the bulletin because of poor planning. (***Exception: someone is sick or died OR kids selling fundraisers for school.***)

Wednesdays of each week is the deadline to get information to RTH Communications for the bulletin.
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Member's Contact Information

RTH will always have the current contact information on file for each member. ***It's up to the RTH member to keep us updated on any changes in your e-mail, phone number or address.***

No RTH member shall contact the church ***as a group*** to disperse information like:

- Jokes
- Parties (Avon, Tupperware, Jewelry, etc). If you want to announce a ***personal*** party (like Tupperware), you can do it verbally or print flyers to hand out to church members.
- **Anything** not church-related

RTH official e-mails are sent with this disclaimer:

This is an official communication from Remember the Hope Christian Fellowship. The sender is authorized on behalf of the church to email this electronic message. Any email received that does not contain this signature is an unauthorized email on behalf of our church.



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RTH Church Directory

RTH church directories will be dispersed by e-mail for those who have it and hard copy for those who do not have e-mail. If you lose or misplace your copy, contact one of the Volunteer Staff members. **Do not call RTH Communications Manager or Pastor for phone numbers or e-mail addresses.**

EXCEPTIONS

Only the Board or any person the Board designates can communicate to RTH members. If RTH Communications Manager is not available, contact our Chief Operating Officer Susan Henninger.