

LOUDONVILLE UNITED METHODIST CHURCH

Outreach-Nurture Committee Mission Manual

2. Newsletter

- A. Champion: John Gess
- B. What we do: Publish church events, happenings and concerns
- C. Who does it: The committee champion, with the church secretary
- D. How often we do it: Every week
- E. When we do it: By Thursday noon
- F. Where we do it: Via e-mail
- G. Why we do it: To communicate news of our congregation
- H. Who we do it for: All who wish to read it
- I. How we pay for it: No cost, aside from the internet subscription
- J. How we do it:
1. Information flows into the church from many sources, telephone calls, notes in the collection plate, e-mails and many others. These messages are collected and forwarded to the Pastor.
 2. The pastor reviews and evaluates each message for suitability and urgency in sharing.
 3. Messages appropriate to being distributed in the weekly newsletter are provided to the church secretary, who writes and sends the weekly message under the direction and editorial control of the Pastor.
 4. Certain church members lack internet access and e-mail, yet remain deserving of the same care and concern as any other.
 5. For these members, written copies of the weekly message are printed, and left in the Sanctuary to be picked up in person by those so desiring.
 6. Other members who lack both internet and the mobility to attend on Sunday, yet still desire to remain informed.
 7. By informing the church secretary of their desire, a weekly message will be printed and mailed to them.
 8. The postage for these few mailings is expected to be very small, and will be taken from the Outreach-Nurture budget

