

EMAIL Communication

Sending Rhythm

WEEKLY

MON	TUE	WED	THU	FRI
CAMPUS 3 Things	CHURCH Need to Know	CAMPUS Kids	CAMPUS Students	
Daily Devotional				

MONTHLY

MON	TUE	WED	THU	FRI
		KIDS Ministry Updates	STUDENTS Ministry Updates	OUTREACH

Notes:

- Any email or sms sent through Rock will be paused and queued for approval at 200 or more recipients.
- Any email or sms sent through my.cedarcreek.tv will be paused and queued for approval at 25 or more recipients.
- We do this to check for spelling, grammar and overall church vision/mission.
- 475 Email Messages per minute. (s6)

Departments & Contacts

MINISTRY	STAFF	MINISTRY SERVICES	STAFF	EVENTS	STAFF	OTHER	STAFF
Baptism	@ Ben Bockert	Annual Report	@ Josh Brossia	Fusion Camp	@ Jason Jones	Adventure	@ Josh Brossia
Cars	@ Karen McMillan	Giving	@ Bryan Dickman	Marriage Event	@ Jason Jones	Podcast	@ Nate Manuel
CarsMinistry	@ Karen McMillan	HR	@ Marsha Koch	Men's Event	@ Jason Jones	Social	@ Jessica Atkinson
DreamTeam	@ Ben Bockert	Legacy	@ Josh Brossia	Parenting Event	@ Jason Jones	Info	@ Payton Lechner
Family Ministries	@ Jason Jones	Payables	@ MaryAnn Bond	Woman's Event	@ Jason Jones		
Groups	@ Kelly Pagel	Safety	@ Bryan Bockert	KidsCamp	@ Jason Jones		
GrowthTrack	@ Ben Bockert	Webmaster	@ Sarah Pirolli				
Kids	@ Jason Jones						
LIO	@ Kelly Pagel						
Missions	@ Karen McMillan						
Next Steps	@ Jason Jones						
Outreach	@ Lauren Snyder						
Prayer	@ Ben Bockert						
RightNowMedia	@ Jason Jones						
Students	@ Jason Jones						

KIDSMinistry Communication Plan

	CENTRAL	CAMPUS
HOW	Email	<p>Email (Call/Text when applicable)</p> <p>Send Central Ministry Directors a test for reference, not approval</p>
WHEN	Monthly: 1st week of the month	Weekly: Wednesday
WHAT	<p>Greeting</p> <p>Body</p> <ol style="list-style-type: none"> 1 Save the date <ul style="list-style-type: none"> - Upcoming church-wide events that are applicable to families 2 Parent Resources <ul style="list-style-type: none"> - Resources that are applicable to series, kids programming and/or season. 3 Preschool/Elementary Content <ul style="list-style-type: none"> - Series themes, memory verses, worship songs, etc. <p>Closing</p>	<p>Greeting</p> <p>Body</p> <ol style="list-style-type: none"> 1 Looking Back - Weekend Story/Highlights <ul style="list-style-type: none"> - Could be a Kids Ministry story (ex: something that happened last weekend) - Baptism celebration - Campus specific story - Volunteer Spotlight - Etc. 2 Looking Ahead <ul style="list-style-type: none"> - Event - Weekend Small Group conversation/game 3 Partner with Parents/Next Steps <ul style="list-style-type: none"> - Resources (Snag from the Series Vision doc/monthly Kids email) <p>Closing</p>

STUDENTMinistry Communication Plan

	CENTRAL	CAMPUS
HOW	Email	<p>Email (Call/Text when applicable)</p> <p>Send Central Ministry Directors a test for reference, not approval</p>
WHEN	Monthly: 1st week of the month	Weekly: Thursday
WHAT	<p>Greeting</p> <p>Body</p> <ol style="list-style-type: none"> 1 Save the date <ul style="list-style-type: none"> - Upcoming church-wide events that are applicable to families 2 Parent Resources <ul style="list-style-type: none"> - Resources that are applicable to series, Students programming and/or season. 3 Middle School & High School Content <ul style="list-style-type: none"> - Series parent cues <p>Closing</p>	<p>Greeting</p> <p>Body</p> <ol style="list-style-type: none"> 1 Looking Back - Weekend/SN Story/Highlights <ul style="list-style-type: none"> - Could be a Student Ministry story (ex: something that happened last weekend) - Baptism celebration - Campus specific story - Volunteer Spotlight - Etc. 2 Looking Ahead <ul style="list-style-type: none"> - Event - Weekend Small Group conversation/game 3 Partner with Parents/Next Steps <ul style="list-style-type: none"> - Resources - Parent cue, devotionals, books, etc. - Personal (reflection/encouragement) <p>Closing</p>
RESOURCES	<p>Parent Cue</p> <ul style="list-style-type: none"> - Blogs, Podcasts, Resources - Store 	