

Church Email Communication

Introduction

Email has become the preferred method of communication for personal and professional use. However, we must remain focused on our purposes for using email on behalf of God's church. Email sent using @thecentralbaptistchurch.org addresses are assuming the name and reputation of God's House and the Senior Pastor. Additionally, emails serve as important official records and can be used in the event of church or civil litigation.

Email Use

Most often, designated Pastoral Staff, Deacon and Trustee Offices, the Office of Communication, and the Church Office have responsibility for sending and receiving communications on behalf of the church. However, there are instances when other members or ministries may be directly involved in email communication. In these instances, all internal and external email must have the *prior written* approval of the Senior Pastor. We may not conduct business or ministry on a "*he said, she said*" basis.

Email Address Privacy

By using email, it is incumbent upon us to respect everyone's email address privacy. Therefore, all emails must be prepared in the proper format and be restricted to church-related business and activities.

Email Guidelines

In all instances of emails, forwards, and cc's, the following guidelines will be observed:

1. Address emails to the name of the proper person, office, or ministry;
2. Include the exact date;
3. Include a subject line that correctly identifies the message body content;
4. Convey a tone that embodies the spirit of our mission and core values;
5. Avoid any spelling, grammatical, or other technical errors;
6. Include complete sender information: your name, official title, phone number, email address, church name, address, contact information, Senior Pastor's name, and website address;
7. Use blind copy or distribution lists to send group emails to prevent unauthorized sharing of email addresses; and,
8. Edit forwarded emails to eliminate originating distribution lists unless permission to share addresses has been granted.

SAMPLE INTERNAL EMAIL

Date: November 4, 2016

From: outreach@thecentralbaptistchurch.org

To: Ministry Area Leaders (**Distribution list including Directors of Christian Education, Congregational Care, Family Life, Music, Outreach, and YYA Pastor**)

CC: Senior Pastor, Associate Ministers, Deacon & Song Leaders, Office of Communication, Church Office (**the sender is included here if he or she is not included in the distribution list**)

Subject: Middle East Earthquake Fundraising

Dear Ministry Area Leaders,

We are happy to announce that we will be starting a fundraising event by mid-April 2017. Due to the earthquake that just struck the Middle East, we have taken on this responsibility with the full support of our senior pastor and church leadership.

We are always ready to lend a helping hand to all the needy people whenever and wherever required. So, the funds we collect will be used for the earthquake victims. A team of 11 reliable people, who will encourage and sympathize our membership, will lead the fundraising event.

We not only aim to help the earthquake victims but also stretch to provide help to the deprived sector of the country for their enhancement. Since you are great supporters of our activities, we look forward to your contribution and participation in this fundraising event as well. Please contact me with any questions.

Thank you in advance for your support.

John Smith
Director, Outreach Ministries
410.233.8558 o | 234.456.7890 c

SAMPLE EXTERNAL EMAIL

Date: February 3, 2017

From: Music Director (music@thecentralbaptistchurch.org)

To: John Davis (jdavis@greatgospel.org)

CC: Senior Pastor, Deacon & Trustee Chairs, Office of Communication, Church Office, Security Office (the sender is included here)

Subject: Music Explosion 2017

Mr. John Davis, Director of Music
Great Gospel Baptist Church
123 Praise Boulevard
Hymn, MD 12345

Dear Mr. Davis,

Greetings! I trust this message finds you and the members of the Great Gospel Baptist Church Choir in good health and under the loving care of our Lord Jesus Christ.

This letter is to extend a warm invitation to your Choir to minister at our Music Explosion 2017 event taking place on May 3, 2017 at 3:00 PM. We are specifically requesting that your Choir be prepared to minister 2-5 musical selections.

To allow us to complete the planning process timely, I am requesting that you respond directly to me by Friday, January 27, 2017. Thank you for your consideration. I look forward to your positive response and the blessing of your music ministry.

Sincerely,

Adam Jones, Director of Music
410.233.8558 o | 234.456.7890 c
The Central Baptist Church
2035 West Baltimore Street
Baltimore, MD 21223
Rodney T. Morton, Senior Pastor
www.thecentralbaptistchurch.org

Instructions for Email Device Configuration

The configuration instructions are different for each device. The instructions for configuring the three desktop operating systems are included here. Click on the name of your computer.

Desktop Computers

[Apple Macintosh OS X](#)

[Linux OS](#)

[Microsoft Windows Outlook 2016](#)

The instructions for configuring mobile devices are dependent upon the specific Android, iOS, or Windows mobile device for configuration and are too many to include here. Therefore, to receive instructions for your specific mobile device, send an email request to the Office of Communication. Include the exact name, model, and year of the mobile device for which you need configuration instructions and we will email instructions to you.

Instructions for Email Internet Access

In addition to receiving email directly, you can access your email inbox using any device with an internet connection. You will need your user email address and password. The email internet access website address is:

<http://webmail.thecentralbaptistchurch.org>

Changing your Password

You can change the password for your email account from within the webmail client.

1. Login to your Webmail interface at <http://webmail.thecentralbaptistchurch.org>
2. In the upper right corner next to your username, click the drop-down to access the Settings menu.
3. Click the Change Password menu in the left-hand side and complete the instructions.