

**— Tawyna Bulger's SOPS —**  
MOD April 25-Oct. 25, 2021

Standard Operating Procedures for  
TM's NEWSLETTER MOD POSITION

**MONTHLY NEWSLETTER RESPONSIBILITIES**

**Choose each month's newsletter theme (ahead of time)**

- Do this at the MOD meetings with the other MODS and Rebekah

**Gather articles and photos**

Each Moderator (MOD) will offer a submission by email to your email by the 1st.

- Articles need to be SHORT – only about 500 words
- Articles can be about:
  - The role of the Ezer Kenedgo for encouragement
  - Feasts-family traditions and pictures
  - New revelations
  - A Bible study on a belief of TM's
  - Recipes
  - Crafts
- MODS or submitters will need to print and mail a signed permission release for any pictures used. Ask Rebekah where this is.

**Edit articles**

Edit written pieces, if needed. If article is too big contact the writer and ask them to edit it down.

**Send ALL content gathered in ONE email to Rebekah** (very important to her)  
Rebekah will format everything and then email the PDF files to you.

**Send newsletter to press**

Use any coupons you may have to bring price down. We are using GotPrint ([www.gotprint.com](http://www.gotprint.com)). You might need a different press. GotPrint specs are as follows:

- **Print:** 200 and give ladies a second one to give away :-)
- **Size:** 11" x 17" Horizontal
- **Paper:** 80 lb. Gloss Book
- **Color:** Full Color Both Sides
- **Folding:** Half Fold to 8.5" x 11"
- **Production Time:** Regular
- **Proof:** Instant Processing

### **Paying for the newsletter**

Most of the newsletter expenses my family has taken on as an offering. However, we had another come alongside us and split the costs for several of the months. Current total costs are about \$100 for printing and \$55 for stamps. If you can't afford this and can't find anyone to help split the costs talk to Rebekah. She is trying to find a newsletter sponsor to financially back it. But doesn't have that in place yet.

### **Collate and mail**

When I receive the printed pdfs this is what I do:

- Fold the newsletter
- Address envelopes using Avey 8160 address labels (ask Tawyna)
- Use the Ladies of Teshuvah rubber stamp for the return address
- Stamp and stuff envelopes
- Mail them through the USPS

### **Updating Ladies Address Book**

We have almost 90 members on GS and only about 125 addresses. Talk to Rebekah about how you will work with her on updating the Ladies addresses. She is adding and deleting addresses in her contact database all the time. We want to have the same list updated list. For now, the Ladies addresses are in a spreadsheet that I will send to you. We've had some letters returned so there's deleted lines, but I am not super-savvy with spreadsheets and haven't fixed that! *Returned letters=addresses removed: Tiffany Clements, Jan Marie Petramala, Gavriela Aviyah, Amelia Palmer, Suzane Ross, Kara Van Holland, Beth Thornton, Annette Watson.*

- **Updating Addresses Protocol:** On the Ladies GroupSpot Main Page, go under "Members" a few times a month to see if we have any newbies. In order to see the newbies, change the way that they are "listed by names," to "when they joined."
- **Welcome:** Then shoot them a private message welcoming them and encouraging them to "introduce" themselves on the page with a photo of themselves and/or a 59 second video if they are comfortable with that.
- **Newsletter?:** Ask if they would like to receive the printed newsletter. If so, get their mailing address. *(I messaged every lady on 10-5-21 in an attempt to get an address from them if I didn't have one. Most have been members for over a year, but haven't seen many post. If any respond, I will add the addresses or share them with you if it happens after I "retire!")*
- **Update Rebekah:** Once a month you and Rebekah need to get together to sync your address books.

## **SHABBAT FELLOWSHIP RESPONSIBILITIES**

### **Host 1-3 Shabbat Fellowships during your 6-month volunteer time**

You will be the speaker for 1-3 Shabbat Fellowships. You'll pick the Shabbats that work for you and schedule those with the SCHEDULING MOD. The topic of these will be discussed at the monthly MOD meeting.

## **POSTING RESPONSIBILITIES**

### **Posting Protocols**

This responsibility is for all MODS. "Being present is the most valuable." – Tawyna. You must validate every comment that comes to YOUR posts, even if it's with an emoji. But please don't respond in the same manner to other's posts or the notifications will blow up and make everyone mad. In other ladies or MODS posts just comment like everyone else.

This is your responsibility:

- Create 2 New and Unique Posts a Week in the Group
- Create at least 1 – 59 second Video Post a Month in the Group.

"Remembering that we are using our gifts for the King in Rebekah's "house." We play by His rules (Covenant Law of Love) and by her expectations for how this ministry should look." – Melody

## **THE LEGACY I LEFT IN THE GROUP**

### **MOD Meeting Minutes**

It was quite by accident that I came to be the one to take our minutes during our MOD meetings. It's something I do easily. I took notes during the meetings, typed them out and then emailed them to Rebekah. She formatted my notes and then posted them in the MOD chat as a pdf attachment for us all to remember what we talked about it. This job may vacillate between MODS according to ability. Talk to Rebekah about whether she has someone to cover this or not.

### **Ladies of Teshuvah Newsletter**

As part of my unique legacy I left during my volunteer time I chose to help help Rebekah get this newsletter up and running. This will be an ongoing assignment for this MOD position, but that said, do you want to leave a legacy in the Group?

### **What will be your legacy?**

Rebekah gives a lot of room for you to find your voice and stretch your wings. She likes to see you take advantage of this opportunity and challenge yourself. So, what unique thing will you do for TM and the Ladies during your 6-month volunteer time? Talk it over with Rebekah and then move into it with an attitude of learning, developing and giving your talent to YHVH and you'll do great!