

SOP – WRITTEN COMMUNICATION WITH THE CONGREGATION

Approved March 7, 2024

Any written communication to the members of the congregation, including letters, newsletter articles, and reports, should include the name of the author, or a person who can be contacted for further information, with questions or with comments. If the contact person is not included in the Congregational Directory, their phone number and/or email address must be included.

The addresses, emails, and phone numbers of other members should only be used for church communications, and should not be shared with non-members for any reason.