

E-MAIL GUIDELINES

Fellowship Bible Church



MEDIA



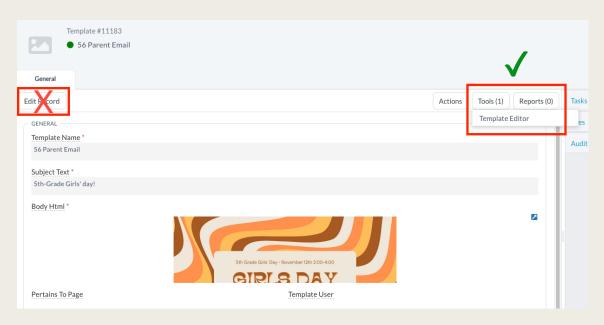
- E-mails sent to a large number of recipients should ALWAYS either be sent or proofed and approved by Media.
- If you are not sure if your email is considered "large", "bulk" or an "e-blast" please reach out to them. They will be happy to guide you.
- You can put in a CRF <u>here</u>.
- If you are sending large emails, others may be sending them too. We don't want to overwhelm our congregation with tons of emails.

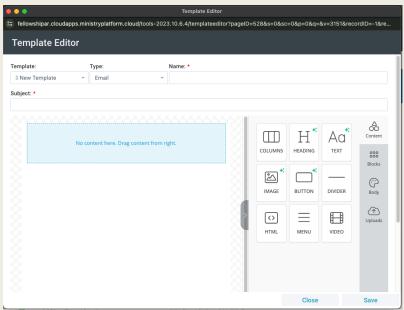
It is very important that we NEVER give out personal information including e-mail, address, or phone numbers of Fellowship attenders/members without their approval first.

DESIGN

- Emails can be customized in the Template Editor tool within Ministry Platform found under tools.
- Ministry Platform's best practice is to use the Template Editor tool instead of the Edit Record button for creation and changes for all templates.
- Drag and Drop or upload images. It is all there. You can even change the color of the buttons!
- Copy and pasting into your email sometimes causes problems within your message. You should always place your text manually.

**Once the Edit Record button is used, the Template Editor will no longer work to make changes.





CONTENT

HEADER

- ALL ministry emails should have an email header.
- Use either a ministry brand header or a generic Fellowship header created by Media.
- Generic Fellowship headers can be found on the Staff Portal in the Branding Images folder under Media Center.



Making disciples who live by God's grace & for His glory at home & across the world.

 The header should be around the size of 800x120.

TEXT

- Avoid lengthy emails.
- Font should be legible.

Dear D Group Leader.

D-Group Leader Training I Sundays, July 15th - Aug. 5th 19 am in the Station A four-weekstudy about leading adult D-Group at following. This is training for all brand-new D-Group Leaders, those considering D-Group leading, or current D-Group Leaders looking for new ideas. Reporter MSEs.

Leader Launch Sunday, August 26th 4 - 6 pm

Same the Date! All D Group Leaders from all Followship Campuses will gather to colobrate what God is doing in our charth. Wi've excited to show with you have God is moving and give you a ficture of how your D Group can live on mission. Registration coming soon!

And, invite your D-group sin you after Leader Launch for a night of confinity together.

5 - 7 pmc Food Trucks. I be available on the Little Rocks spins for families to come onjoy dinner tryother. D drovps there who will be dismissed by 6.00 and will be given a vesselve to cover to get of their dinner.

7 - 8:30 pmc Worship Night - Lampuses are is that a come together on the Little Rock. Campus for a special night of wors.

Saying Good Bye to Donna and Kathy

Le Juris, the Adult Discipliship Team (O-Group To and good-bys to two staff members who are leaving staff:

Danner Skrivenner has served at Fellowsh of 19 years, hegan by working with Rick Taylor and has served as Administrative Assistant for Ad-P, and Shelly for the last 9 years While Danner is leaving Fellowship talf, she place to go me a an active man or of our churchs.

Rathy Gladdon has also transit and from serving as staff at Feb. sig. She has served for 5 years as a Momen's Paster and led Bloom a soften ministries faithfully. Rathy of her family also plan to continue to be active or many at followishin.

We are so thurshful for both of these ladies and have God has used them to serve to many. We will miss them as a daily part of our lives, but we are excited to see what the Lord has for these in this next season!

Fellowship Talks: The Official Podcast of Fellowship Bible Church

We are coldinating the end of our first full year of podeast with a brand-new episode each week of the summer. For the latest opisodes check your podeast app or right were followship talks com:

D-Group Leader Skill / Adding and Removing D-Group Members from Your Roster
Maintaining your D-Group notice on the My Fillowship partial is very impactant. This helps us lance who is
activity engaged at Followship. It also helps us know who has a spiritual injurity around them for
circumstances of needed care, counsel, or paytural shepherding. Attached you will find instructions on
how to add and/or remove D-Group Members from your roster. One of your roter as a D-Group Leader is to
maintain your D-Group Roster. Thouly you ar much for your help in child.

CONTENT

PROOFING

Always proof emails before sending them. Proof through the subject line, text, images, links and the overall design of your email. Proof the email by sending yourself a test email in Ministry Platform.



FROM/REPLY TO FIELDS

- Ministry Platform allows you to send emails on behalf of someone else and replies can go to someone different than who sent the email. (Example: the email comes from the Pastor but when someone replies the email goes to the Coordinator or Assistant)
- Some campus-wide emails can be sent from Fellowship Bible Church (<u>info@fellowshipar.com</u>) and the replies will go back to a Coordinator or Assistant.

CONTENT

LINKS and ATTACHMENTS

- Hyperlink websites or use a link button.
 Do not post entire URLs in the email.
- Using an external link is a great alternative to sending large attachments (i.e. OneDrive)
- There is a 20MB file size restriction
- Receiving systems/servers may have smaller file size restrictions and, if so, these restrictions may prevent your email from being successfully delivered.

SIGNATURE

- All emails should have some form of signature indicating who the email is from.
- Acceptable signatures include a specific ministry (Adult Discipleship, Fellowship Kids, Care, etc.) or a specific person.
- If coming from a specific person, include job title and contact information.
- Please be sure all signatures stay updated and follow Fellowship's branding.
 Erika Henderson

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RECIPIENTS

WHO and WHO NOT

- All ministry emails should be sent though Ministry Platform
- The recipient list needs to be specific to who should be receiving your ministry's emails. If you need help pulling a list, please put in a ticket for IT ahead of time.
- Trim out the Participant Type of Guest and only send to Members and Attendees.
- Trim out "bulk email opt out" using the Trim Tool in MP
- Trim out "missing email addresses" using the Trim Tool in MP

