

Holy Trinity PCC Policy for emails sent from the ChurchInsight Church Administration System

The PCC should approve those who can send emails to the whole church, and the following larger mailing lists, e.g. Trinity News & the Prayer Chain.

These people are

- Tim Phillips (Vicar)
- Adele Adshead (Curate)
- Emma Harris (Administrator)

Emails sent from the ChurchInsight system to small groups and to the whole mailing list should conform to the following guidance

They come from the persons 'trinityashby.net' forwarding address. This is an email address such as adele@trinityashby.net that forwards emails to the users normal email account e.g. adele.adshead@outlook.com.

Emails to a group of people should have a subject line that begins with the name of the group being emailed in square brackets e.g. [Trinity News]

Emails should be addressed to the person using their first name: e.g. Hi Ken, or Dear Ken, using the built in mail merge facility. This helps people to distinguish emails from the church from spam emails and encourages people to read the emails.

Emails should not include criticism and should always have a warm tone.

Emails should be proof read, and follow the Holy Trinity Communications policy.

Written by Tim Phillips

Approved by Holy Trinity PCC 12 January 2016