



Planes y Protocolos del Newsletter

Departamento de Comunicaciones y Relaciones Públicas

Proyección:

Aquí se estará detallando los protocolos del Newsletter y otras publicaciones escritas del año 2022-2023.

Newsletter:

- Escribir descripciones de eventos inmediatamente después del evento para poder pasar a redes sociales.
- Documentar mediante fotos y videos los programas y/o actividades de la iglesia y escribir descripciones adecuadas.
- Tener a los que estarán escribiendo partes del boletín listos para escribir
- Publicar el segundo y cuarto sábado del mes los boletines
- Crear una plantilla (“template”) de un boletín (newsletter)
- Toda publicación externa debe estar bien escrito
- Brainstorm a name (Sabbath Update, Blessings, others?)
- Partes del newsletter:
 - Eventos/Que Esta ocurriendo
 - Descripción de eventos pasados o cultos pasados –
 - Pastor’s Corner
 - Youth Corner
 - Outreach corner
 - Devotional (small)
 - Sermon Links
 - Social Media Link
 - * Para los boletines departamentales serán 2 miembros de junta por boletín
 - Members birthdays?
 - Grupos pequeños (once it starts)
 - Financial updates?
 - Funeral updates*
 - Baptism congrats
 - Service hours (Online and in Person)
 - Testimonials
 - Recipe?
 - Word search at the end?

Publicaciones Escritas:

- Artículos escritos deben ser revisados para ver la gramática y escritura.
- Ayudaran a las redes sociales para descripciones y otras cosas parecidas

Description (temp.):

The Newsletter & Written Publications Director will be in charge of a few things described below.

- **Creating a template for emails in order to send newsletters every on the 2nd and 4th Sabbath of every month.**
- **Some out-of-the-ordinary newsletters may include: Big Events, Funerals & Passings, etc. You will also have to type descriptions of events immediately after the event in order to be able to send it to social media staff and to have ready for the newsletter if necessary. Coordination of photos and videos of every church event is necessary (work with photography & videography dept area and social media dept. Area.) .**
- **Develop a team to work alongside you and delegate parts to them to work more efficiently.**
- **Ensure you have everyone that will be writing parts for the biweekly newsletter and have ready.**
- **All external publications must be peer-reviewed and proof read prior to publishing.**
- **Brainstorm a name (in Spanish) for the name of the newsletter, for now itll be called just a newsletter.**
- **Articles must be checked for grammar and sentence structure as well as mechanics.**
- **You will also be assisting social media for some descriptions and the like.**

- **Some of the possible parts of the newsletter are below.**
 - **Events/What's Happening**
 - **Description of past events or past services–**
 - **Pastor's Corner**
 - **Youth Corner**
 - **Outreach corner**
 - **Devotional (small)**
 - **Sermon Links**
 - **Social Media Link**
 - **For a departmental newsletter, it'll be by department.**
 - **Members birthdays?**
 - **Grupos pequeños (once it starts)**
 - **Financial updates?**
 - **Funeral updates***
 - **Baptism congrats**
 - **Service hours (Online and in Person)**
 - **Testimonials**
 - **Recipe**
 - **Word search at the end**