



COMMUNICATION – SCOPE OF SUPPORT

Specific Group / All Parish

COMMUNICATION TOOLS:

- ✓ Welcome Center Brochures & Posters
- ✓ Website
- ✓ Facebook, Twitter, Pinterest, Instagram
- ✓ Bulletin
- ✓ Weekly E-News
- ✓ Monthly Newsletter – The Messenger
- ✓ Pew Connection Card
- ✓ Mass Church E-mail
- ✓ Specific Demographic E-mail
- ✓ Diocese

MATERIALS:

- ✓ Logos
- ✓ Business Cards
- ✓ Stationary / Note Cards
- ✓ Letterhead
- ✓ Envelopes
- ✓ Printed Directory
- ✓ Car Window Decals
- ✓ Nametags (Stm Logo Nametags, Ushers, Greeters,
- ✓ Labels
- ✓ Invitations
- ✓ Brochures (Advent, Lent)
- ✓ Certificates (Baptism, First Communion, Confirmation, Reaffirmation, House Blessing)
- ✓ Wedding Policy
- ✓ Forms (Baptism, Funeral, Directory, Transfers)
- ✓ Serving Manuals (Usher, Altar, Acolyte, 6pm Team)

ADVERTISING:

- ✓ Newspaper (Mercury, P&C, City Paper)

BULLETINS:

- ✓ Sundays 8:00 am
- ✓ Sundays 10:30 am
- ✓ Sundays 6:00 pm
- ✓ Wednesdays 5:30 pm WOW
- ✓ Tuesdays 7:00 am Advent & Lent
- ✓ Weddings
- ✓ Funerals
- ✓ Carolina Day
- ✓ Thanksgiving Day
- ✓ Advent & Lent Quietude
- ✓ Christmas Eve & Pageant
- ✓ New Year's Eve
- ✓ Ash Wednesday
- ✓ Community Lenten Service
- ✓ Holy Week
- ✓ Global Impact Celebration Night

ACS DATABASE:

- ✓ Online Giving
- ✓ Event Registration
- ✓ Ministry Scheduler
- ✓ Online Directory
- ✓ Advanced Excel Exports & Reports
- ✓ Data Entry & Updates
- ✓ Bible in One Year Text/Email
- ✓ E-news Subscription
- ✓ Constant Contact
- ✓ Access ACS (Groups, Activities)
- ✓ Facility Scheduler (Calendar)



CAMPAIGNS:

- ✓ Vision / Ministry Plan
- ✓ Festival of Faith
- ✓ Kanuga
- ✓ Connection & Vision Sundays
- ✓ Stewardship (Promo, Bulk Mail)
- ✓ Christmas & Easter
- ✓ Global Impact Celebration
- ✓ Church Wide Bulk Mail
- ✓ Specific Demographic Bulk Mail
- ✓ Pictorial Directory
- ✓ Bible in One Year

SERMON SERIES:

- ✓ Series Design
- ✓ Series Promotion
- ✓ Series Materials
- ✓ Series Give-aways
- ✓ Christmas Eve
- ✓ Easter
- ✓ WOW Worship on Wednesday

PULPIT SUPPORT:

- ✓ The Rector's Sermon
- ✓ Clergy Sermon
- ✓ Welcome & Announcements

DIOCESAN SUPPORT:

- ✓ What We Believe Booklet
- ✓ Litigation News

VESTRY SUPPORT:

- ✓ Vestry Update
- ✓ Vestry Nominee Promo

SIGNAGE (INTERIOR):

- ✓ Welcome Center Posters
- ✓ Holy Grounds Connection Center
- ✓ Directional Signs

SIGNAGE (EXTERIOR):

- ✓ Door Sign with Services
- ✓ Wall Sign with Services
- ✓ Holy Grounds Connection Center Sign
- ✓ Office Signs
- ✓ Banner
- ✓ Parking / Directional

STYLE GUIDELINES:

- ✓ Facebook, Twitter, Pinterest, Instagram
- ✓ Constant Contact E-blasts
- ✓ Logo
- ✓ Branding (font and formatting)



Communications – SCOPE OF SUPPORT: **Campus Life/ Community Life/ Equipping Ministry**

Campus Life Requests:

CONNECTION CENTER:

- ✓ Oyster Cross Cards
- ✓ Hot Paper Cups
- ✓ AppleTV, iTunes homesharing
- ✓ Wall Computer Touch Screen

WELCOME CENTERS:

- ✓ Welcome Center Brochures
- ✓ Historical Facts
- ✓ Posters
- ✓ RiseVision Display

COURSES:

- ✓ *Tool Time*
- ✓ Beta, Gamma, Apologetics
- ✓ Financial Peace

Cornerstone Events Requests:

FESTIVAL OF FAITH:

- ✓ Annual Report
- ✓ Year in Review Slideshow
- ✓ Vestry Ballots

KANUGA:

- ✓ Registration Brochure
- ✓ Website Registration

Equipping Ministry Requests:

HEALING PRAYER:

- ✓ Prayer Cards
- ✓ Special Prayer Minister Nametags
- ✓ Day of Healing Prayer

MEN:

- ✓ Connection Card
- ✓ First Wednesday Men's Luncheon

WOMEN'S:

- ✓ Annual Advent Brunch

STUDENT:

- ✓ Holycityyouth.org
- ✓ Milestones (Graduation, Confirmation)

CHILDREN:

- ✓ Toddler Time Registration Brochure
- ✓ Milestones (First Communion)
- ✓ Advent Wreath Workshop
- ✓ Special Children's Activity Booklets
- ✓ Sunday School Room Signs
- ✓ Vacation Bible School
- ✓ WOW Family Night

FAMILY:

- ✓ Parenting Courses



ALPHA:

- ✓ What About the Church Night
- ✓ Schedule Cards

PASTORAL CARE:

- ✓ Counseling
- ✓ DivorceCare
- ✓ Financial Peace
- ✓ GriefShare
- ✓ Marriage Counseling

FINANCE:

- ✓ Tithing Brochure & Promise Cards
- ✓ Bulk Mail Statements & Letters
- ✓ Gift Thank You Cards

Community Life Requests:

NEIGHBORHOOD EVANGELISM:

- ✓ Doorhangers
- ✓ Prayer Walk Maps

RESOURCES:

- ✓ Weekly E-Newsletter Template
- ✓ Website Updates
- ✓ Office High Production Xerox Printers
- ✓ Postage Meter
- ✓ Google Drive (sharing files)

Missions Support:

GLOBAL IMPACT CELEBRATION:

- ✓ Website
- ✓ Faith Promise & Life Commitment Cards
- ✓ Missionary Bio Flyers and Prayer Cards

HOLY CITY MISSIONS:

- ✓ Ministry to Homeless Closet

HURTING COAST MISSIONS:

HUNGERING WORLD MISSIONS:

- ✓ Prayer Cards

Possible Support:

- ✓

Please see "Design & Printing – Resources" for guidance on outsourcing design projects not listed.