

Communication at Trinity

Website

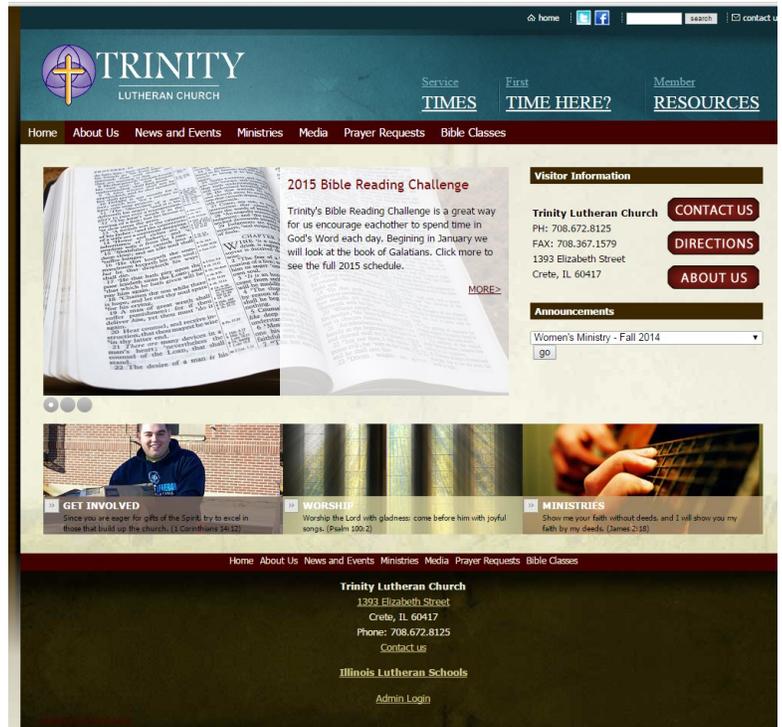
www.trinitycrete.org

Webmaster: Adam Oestmann

oestmannadam@live.com

(708) 946-1710

- If you have something specific to go to the website, or would like what it says about your ministry changed, contact Adam Oestmann.
- He will either upload what you want to the website, or (better) teach you how to do it yourself.
- Don't just verbally tell him what you'd like, email the exact information and wording you want.
- Please note, he (and pastoral staff) do have the final say as to what goes up and how it looks.
- Plan ahead, don't email him and expect it to be on the website later that day.



Bulletins/Worship Folders

Church secretary—Helen Blauert

hblauert@trinitycrete.org

(708) 672-8125

- If you want something in the bulletin, contact Helen Blauert by Thursday morning if you want it in the Sunday bulletin.
- Don't just verbally tell her what you'd like, email the exact information and wording you want.
- Please note, she (and pastoral staff) do have the final say as to what goes in the worship folder.
- Wording may be changed to clarify or edited for space.
- Don't ask for a "bulletin insert" - except for very rare occasions, we do not put in bulletin inserts.
- In case you didn't know, all the announcements from the bulletin automatically get put on Trinity's website (www.trinitycrete.org) on the "News and Events" section.



Last updated January 26, 2015

Newsletter

Church secretary—Helen Blauert

hblauert@trinitycrete.org

(708) 672-8125

- If you want something in the monthly newsletter, contact Helen Blauert by the 3rd Wednesday of a month if you want it in the next month's newsletter.
- The church will send out email reminders about the deadline to those that we have email addresses for.
- Don't just verbally tell her what you'd like, email the exact information and wording you want.
- Please note, she (and pastoral staff) do have the final say as to what goes in the newsletter.
- Wording may be changed to clarify or edited for space.
- Pictures are great from past events, email them to Helen, but be sure to get permission from the people in the picture.

E-Tidings (weekly email sent to members)

Church secretary—Helen Blauert

hblauert@trinitycrete.org

(708) 672-8125

- If you have something specific to go in the E-Tidings, contact Helen Blauert by Thursday morning if you want it in the Friday E-Tidings.
- Don't just verbally tell her what you'd like, email the exact information and wording you want.
- Please note, she (and pastoral staff) do have the final say as to what goes in the E-Tidings.
- Wording may be changed to clarify or edited for space.

Facebook

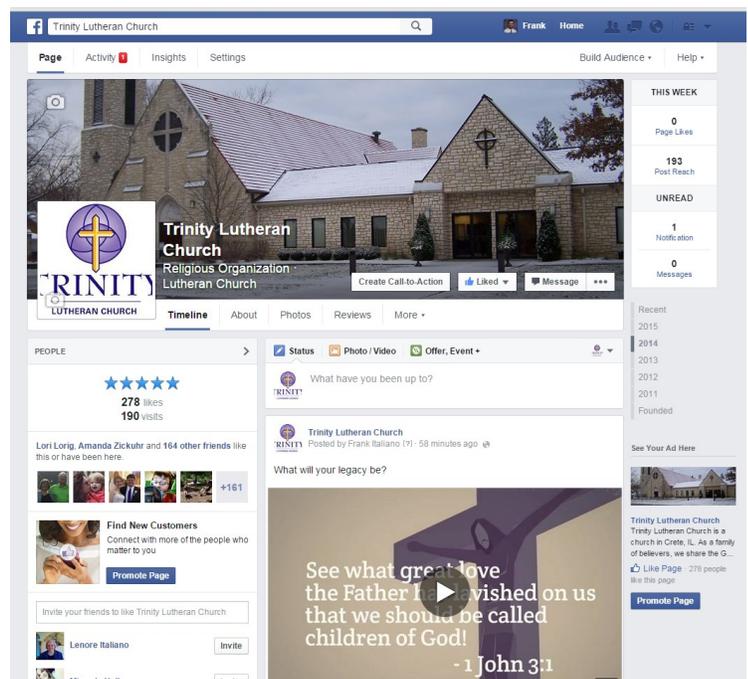
www.facebook.com/trinitycrete

Contact—Pastor Italiano

fitaliano@trinitycrete.org

(708) 672-8125

- If you have something specific to go to Trinity's facebook page, contact Pastor Italiano.
- He will upload what you want to facebook.
- Don't just verbally tell him what you'd like, email the exact information and wording you want—short is good.
- Please note, he does have the final say as to what goes up and how it looks.
- Plan ahead, don't email him and expect it to be on facebook later that day.
- Pictures are GREAT for facebook, so send them, but be sure to get permission from the people in the picture.



Sunday Verbal Announcements

- Generally, the verbal announcements that Pastor gives Sunday morning are for things that affect the entire congregation. For instance, we don't announce when Praise Band practices, but will announce when Illinois Lutheran has a concert or when Faith in Action Day is.
- Generally, announcements are not repeated week after week—it loses its effectiveness.
- If there is something you would like announced, contact the church secretary at (708) 672-8125 or hblauert@trinitycrete.org. She will pass it on to the pastor that is preaching that Sunday.
- Pastors have the final say in what will be announced or not.