

Communication

Staff

The Presbytery has dedicated e-mail addresses for all staff. It is helpful to have your questions in writing and in particular when you are seeking information that includes addresses or e-mails or dates. If you have an urgent need or need to discuss a matter with staff, please call them on the phone.

All staff members have a dedicated voicemail box. Additionally, the staff may be contacted when off site by the Office Administrator during office hours. If the staff member you want to reach is unavailable or it is after office hours or on the weekend, your voice message will reach the staff member through a voice mail notification system (provided the staff member is not away for a day off, on vacation, or at a continuing education event). Your voicemail will be responded to as soon as possible. In the event you have an emergency situation, please let the person answering the main Presbytery phone know if it is an emergency and you will be assisted in making contact with the appropriate staff member or other Presbytery leader if needed. If this emergency is after office hours or on the weekend, please contact the appropriate staff member at home or if no one is available, please contact one of the Presbytery leaders (Moderator, Chair of Cabinet, COM co-chairs depending on the emergency).

Thursday Thoughts is published on the website at <http://www.susvalpresby.info/ThursdayThoughts> nearly every Thursday and includes short announcements and information as received by the Office Administration staff by e-mail at pmc@susvalpresby.org.

You may sign up to receive Thursday Thoughts by going to the website and clicking on the Thursday Thoughts link at the left menu and subscribing to the service. Then, every week you will receive an e-mail link to the current publication. We ask that you please sign up for this subscription as it is a helpful way to ensure that you will receive the latest news regarding your community of Presbyterians as well as upcoming events.

Please note that submissions should be as brief as possible, pre-edited with a Headline, and without extra graphics so that Thursday Thoughts can stay under 6 pages total each week and not impose on staff resources for editing and formatting.

All submissions are to be copy ready in either word or rich text and are to be sent electronically. Articles are to be brief (2-3 paragraphs maximum). If you have a flyer or other information to attach to the article, please send that along as an attachment as well.

The deadline for submission for Thursday Thoughts is Tuesday of each week.

Items for the **Web Site for committees and teams** can be submitted to the above e-mail address also. All submissions must be copy ready on word documents and also relate to a specific page already present on the website.

You will find a link for the annual required information (other than GA statistics) on the website as well as this handbook and a host of other information! Please contact the Office Administrator at pmc@susvapresby.org should you find a broken link!

Please check the **Presbytery Master Calendar** at www.susvalpresby.org/events. It is updated as events are received. Please check this calendar before scheduling an event so as to minimize conflicts and contact the office at pmc@susvalpresby.org to have items added or changed.

If your congregation has a special anniversary coming up, would you please share that date and would you also consider writing up an article to be posted in Thursday Thoughts? The date of your anniversary will be placed on the calendar if you send it in! E-mail communication of dates is preferred. Please note that this is for church anniversaries and not for church events in general.

The Presbytery has a **Facebook** page. This page will not be maintained by Presbytery staff although they may post some items to the page. “Like” the Presbytery on your own facebook page and then use it to post special events going on at your church or to engage in discussions (use the discussions link on the facebook page) of interest or perhaps to post photos of interest about Presbytery events!

Some time ago a **Communicators Network** was started by recruiting communicators from each congregation. Their names appear under the church listing in the Presbytery Directory. It is uncertain if this network is being used and the information that appears in the church directory is the latest as provided by the congregation.

01/2014