

WEEKLY COMMUNICATIONS CHECKLIST

Monday

- Update app and website with sermon audio/video links
- Update events page of the website
- Update the church-wide communications calendar
 - Add new events
 - Update the teaching calendar

Tuesday

- Create weekly email newsletter
- Send newsletter to proofing team
 - Ask for 24-hour turnaround for edits/changes
- Finalize announcements and service plans with teaching and worship pastor

Wednesday

- Create bulletin (online & print version)
- Send PDF of bulletin to proofing team
- Finalize and schedule email newsletter

Thursday

- Finalize and print bulletins
- Finalize announcement slides and send to tech team
- Update Spotify playlists

Friday

- Outline social media content for upcoming week
- Upload small groups study guide to the website