

**Recommended Courses of Action  
Based on Responses to Epworth  
Intra-Congregational Communications  
Survey  
March 2008**

***Designate a Communications Coordinator for every committee in the church. This person should be responsible for making sure information is included in the bulletin, on the website, in the newsletter and posted on the bulletin boards when applicable.***

**1. Additions to bulletin: (Include along with weekly schedule)**

Emergency contact phone number when church office is closed  
(On the front of the bulletin) (Janie will get number from Chip)

Prayer Request: (To Marie Goodgame by noon on Wednesday)

- Known hospitalized
- Those with Illness
- Those in Military Service
- Deaths
- Other

Attendance

- 8:00 Service
- Sunday school
- 10:30 Service

*Include a reminder to people to fill out the pew pad and explain how the information is used...why it is important.*

Finances

- Weekly receipts compared to weekly budget needs
- YTD receipts compared to YTD budget needs

Opportunities to Volunteer

- Sunday school/nursery needs
- Materials for Bible school
- Materials needed for Sunday school
- Bus Drivers
- Office volunteers & drivers
  - Graceworks
  - Meals on Wheels
  - Room in the Inn
- Landscape work
- Trustee's projects
- Special equipment needs

**2. Better Utilization of Bulletin Board in Narthex, Historic Site and Church website**

- List of all Committees
- Description of Committees
- Members of Committees
- Copy of Minutes from the latest Church Council Meeting. All Committee reports
- List of Sunday school classes and a description of their study ---focus, teachers name and location of class. This should also be kept at the welcome center.
- Copy of financial report

**3. Better Utilization of the Church Marquee**

- Enlist a volunteer or the church intern to update at least weekly.

**4. Update Church answering machine with more time sensitive information (prayer chain contacts, meetings, weekly activities, etc.).**

- Could create a menu; for prayer concerns, press 1; for upcoming events, press 2; for office hours and directions, press 3.

**5. Better utilization of the press...Williamson County A.M.**

(Kevin Wilson offered to be responsible for...should work closely with Debbie White of Evangelism Committee)

**6. Additions to website**

- Prayer requests
  - Known hospitalized
  - Those with Illness
  - Those in Military Service
  - Deaths
  - Other
  
- Opportunities to volunteer
  - Sunday school/nursery needs
  - Materials for Bible school
  - Materials needed for Sunday school
  - Bus Drivers
  - Office volunteers & drivers
    - Graceworks
    - Meals on Wheels
    - Room in the Inn
  - Landscape work
  - Trustee's projects
  - Special equipment needs
  
- Attendance/Weekly Finance Information

-Sermons available on Podcast or MP3 downloads

-PDF Version of the newsletter

-Weekly bulletin

**7. Email distribution lists tailored to specific interests or preferences**

-Prayer Requests

-PDF version of the newsletter

-Choir

-UMW

-Men's Group

-Mountain Soul

-Missions

-Youth

(Interested parties could sign up on the website or in the Narthex)

**8. Informative Sessions about the United Methodist Church at large**