

Roanoke UMC District Office Communications —

District Communications, are designed to highlight news, announcements, issues and events related to the ministry of the Roanoke District, the Virginia Annual Conference, and Roanoke District UMC churches. Contents should be true, accurate, thoughtful, readable, relevant, compatible with UMC theology; and respect copyright and fair use laws.

Website: www.roanokeumc.org—continual communication resource, includes Church information and worship services, Clergy information, Calendar, Newsletter archive, Latest News, Ministries & Missions, District Leadership, Job Openings, Downloadable Resources and Links, and Google map.

Newsletter: monthly source of news and activities for lay leadership and clergy. Includes short notices of local church or organization's events with links to additional information, in the email version. Deadline for information is the FIRST of the month.

- Using Constant Contact for email news to over 1200. Mobile friendly version.
- Mid-month distribution so local churches can access articles and include them in their publications at the beginning of the next month. (eg. October news is emailed mid-September).
- PDF versions are uploaded to the District website for clergy/laity use. Clergy/laity have permission and are encouraged to print and share with folks who do not have email access.

Social Media:

- **Facebook: Roanoke District United Methodist Church** — most timely for current events, and can promote local church activities. Sharing local church FB posts is the best way to accurately promote church information. Please LIKE the District page and share activities with your FB group.
- **Twitter:** UMCRoanokeDist
- **Instagram:** roanokedistrictumc

Directory: Annual directory published in July with clergy, lay leadership and church information.

Database: Information is gathered from entries received in EVC (Equipping Vital Congregations www.vaumc.org). Please keep current and include emails, when possible. Email the District Office when you update lay leadership or staff in EVC during the year. The District Office uses the Power Church database.

Find-A-Church: Find-A-Church allows churches to welcome visitors personally to your congregation and offers a quick and easy way to find your worship services, events and ministries. www.umcom.org/tools/video-tutorial-find-a-church-overview.

Information is constantly changing and The District Office strives to keep it correct. Please help by checking your church's information regularly and email roanokeoa@vaumc.org with any corrections or updates.

Policies: Priority is given to Roanoke District UMC and Virginia UMC Conference news, issues and activities. Information from the database is shared with District leadership for training and activities. Some information is included in the District Directory and on the website. (see the District Directory notice below). The District Office will not email or forward email, except for official District or Conference news or activities, at the discretion of the District Superintendent. It is not sold or otherwise shared. No information about any visitor to our web site is sold or shared. Local church events can be shared on Facebook and may also be included in the Local Events section of the Newsletter, depending on timeliness and space availability.

Final content decisions are made by the District Superintendent.

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