



Communications & Information Technology Connectional Department

E-blast Communication Protocols Revised May, 2013

The Communications & Information Technology (CIT) Connectional Department is the official source to provide communication and technology resources for the Christian Methodist Episcopal Church.

CIT provides CME Church Communications, a great communication tool that reaches over 3,100 members and friends of the Christian Methodist Episcopal Church. CME Church Communications is a free service to Episcopal Districts for distributing connectional special events, funeral announcements and newsworthy announcements.

The following type announcements can be sent by CME Church Communications to be published within the appropriate timeframe. Providing as much lead-time as possible allows for ample time to develop and distribute a release. Guidelines for each announcement type follow this section.

Funeral Announcements

Presiding Prelates and Retired Bishops and Immediate Family Members Bishops' Spouses, Widows and Widowers, and Immediate Family Members

Funeral announcements for Presiding Prelates and Retired Bishops, or Bishops' Spouses, Widows and Widowers should be sent by the Senior Bishop and/or Secretary of the College of Bishops. The CIT President or Webmaster will collaborate with the Executive Secretary of the Christian Methodist Episcopal Church when sending out such funeral announcements. The announcement will be released within two (2) hours after the receipt of the announcement.

General Officers or Retired General Officers Spouses of General Officers or Retired General Officers

Funeral announcements for General Officers or Retired General Officers or their spouses should be sent by his/her Chair of the Connectional Department. The CIT President or Webmaster will collaborate with the Executive Secretary of the Christian Methodist Episcopal Church when sending out funeral announcements for General Officers or Retired General Officers. The announcement will be released within twenty-four (24) hours after the receipt of the announcement.

Connectional Officers (Active and Past)

Funeral announcements for active and past Connectional Officers or their spouses should be sent by the General Secretary of the Connectional Department or his/her Chair of the Connectional Department. The CIT President or Webmaster will collaborate with the Executive

Secretary of the Christian Methodist Episcopal Church when sending out funeral announcements for Connectional Officers. The announcement will be released within twenty-four (24) hours after the receipt of the announcement.

Presiding Elders and Pastors

Funeral announcements for Pastors or Presiding Elders should be drafted by the Pastor's Presiding Prelate or Presiding Elder and sent under the signature of the Presiding Prelate. The announcement will be released within twenty-four (24) hours after the receipt of the announcement.

Ministers' Spouses, Widows and Widowers

Funeral announcements for a Ministers' Spouse, Widow and Widower should be drafted by the Presiding Prelate and/or the President of the Ministers' Spouses, Widows and Widowers Connectional Organization. The announcement will be released within twenty-four (24) hours after the receipt of the announcement with the signature of the Presiding Prelate and the President of the Ministers; Spouses, Widows and Widowers Connectional Organization.

Women's Missionary Council Executive Committee Members and Executive Board Members

Funeral announcements for past or present Executive Committee Members, Women's Missionary Council Executive Board members (including Region Presidents) must be approved by the Presiding Prelate of the member and the President or Patron Bishop of the Women's Missionary Council. The announcement will be released within twenty-four (24) hours after the receipt of the announcement.

Connectional Special Events

All connectional special events e-blasts must be approved by the Chair of the event or the Chair of the sponsoring Connectional Department. Special events e-blasts will be released within 72 hours after the receipt of the announcement or on a targeted date.

Other Events/Program/Initiatives Sponsored by a Connectional Department or Connectional Organization

If a connectional department is sponsoring an event, program or initiative, the General Secretary of the Connectional Department or Chair of a Connectional Department must approve the e-blast.

If a connectional organization is sponsoring an event, program or initiative, the e-blast must be approved by the General Secretary in collaboration with the Chair of the Connectional Organization (if structured appropriately). If a Connectional Officer does not report to a General Officer, the e-blast may be approved by the Connectional Officer in collaboration with the Chair of the Connectional Organization.

E-blasts concerning Mission Work for the Christian Methodist Episcopal Church will be coordinated by the Presiding Prelate of the Tenth Episcopal District or Eleventh Episcopal District or designated individuals.

Special events e-blasts from connectional departments and organizations will be released within seventy-two (72) hours after the receipt of the announcement or on a targeted date.

The Women's Missionary Council

All announcements and or news items from the Executive Committee, Executive Board Members and other missionaries must be approved by the President of the Council and will be sent under her signature. Information should be sent to annpegues@bellsouth.net. After conferring with the Webmaster, the information will be sent out within twenty-four (24) to forty eight (48) hours.

Newsorthy Announcements

Newsorthy announcements must be approved by a Presiding Prelate or General Secretary/Chair of a Connectional Department.

Newsorthy announcements are defined as special lectures or presentations by a Presiding Prelate or General Officer, news media interviews of a Presiding Prelate or General Officer, honorary degrees conferred upon a Presiding Prelate or General Officer, special Episcopal events. Newsworthy e-blasts will be released within twenty-four (24) hours after the receipt of the announcement. The CIT President or Webmaster will collaborate with the Executive Secretary of the Christian Methodist Episcopal Church to send out newsworthy announcements.

Guidelines

Please follow these guidelines if you are requesting an e-blast sent via CME Church Communications for special events, funeral announcements or newsworthy announcements. Text may be subject to edits/corrections.

Funeral Announcements:

Presiding Prelate/Retired Bishop

Bishops' Spouse/Widow and Widower

Immediate Family Members of Presiding Prelate/Retired Bishop/Bishops' Spouse/Widow and Widower

General Officer and Retired General Officer

Spouse of General Officer and Retired General Officers

Please send the following to cit@thecmechurch.org and cmeexecutivesecretary3@yahoo.com

- Name of the deceased
- Additional information
 - Family members
 - Other pertinent information
- Photo image (please submit)
- Funeral date and time
- Indicate type service:
 - Funeral Services
 - Homegoing Celebration
 - Other: _____
- Viewing date and time
- Funeral home information
 - Name
 - Address
 - City, State, Zip, Telephone Number, Fax Number
 - Web site (if available)

- Where cards and condolences may be sent
- The name(s) of person(s) to keep in prayer
- Signature -
 - Name of Presiding Prelate
 - Episcopal District

Funeral Announcements:

Pastor or Presiding Elders

Ministers' Spouse, Widow or Widower

WMC Executive Committee or WMC Executive Board

Please send the following to cit@thecmechurch.org

- Name of the deceased
- Title
 - If Pastor, identify church, Region and Episcopal District))
 - If Presiding Elder, identify District and Episcopal District)
 - If WMC Executive Committee or Executive Board member, identify local church and Episcopal District)
- Additional information
 - Family members
 - Other pertinent information
- Photo image (please submit)
- Funeral date and time
- Indicate type service:
 - Funeral Services
 - Homegoing Celebration
 - Other: _____
- Viewing date and time
- Funeral home information
 - Name
 - Address
 - City, State, Zip, Telephone Number, Fax Number
 - Web site (if available)
- Where cards and condolences may be sent
- The name(s) of person(s) to keep in prayer
- Signature :
 - Name of Presiding Prelate
 - Episcopal District
 - If Minister Spouse, Widow or Widower, include the name of the President of Ministers' Spouses, Widows and Widowers Connectional Department
 - If member of WMC Executive Committee or Executive Board, include the name of the WMC Missionary President

Connectional Events

Please send the following to cit@thecmechurch.org

- Name of the event
- Event location, date and time
- Describe the event
- Registration fee, if any:
- Registration information:
 - Online registration site
 - Registration form (for download)

- Event Web site
- Advertisement or Graphic Image (please submit)
- Contact information (for additional information)
- Signature :
 - Name of General Officer and/or Department Chair
 - Title
- Please specify which day you would like the initial eblast sent (after 72 hours) and dates for subsequent e-mail messages.

Events Sponsored by a Connectional Department or Connectional Organization

Please send the following to cit@thecmechurch.org

- Name of the event
- Event location, date and time
- Sponsoring Connectional Department or Connectional Organization
- Describe the event
- Registration fee, if any:
- Registration information:
 - Online registration site
 - Registration form (for download)
- Event Web site
- Advertisement or Graphic Image (please submit)
- Contact information (for additional information)
- Signature :
 - Name and Title of General Officer and/or Department Chair, or
 - Name and Title of Connectional Officer and/or Department Chair (if the Connectional Officer does not report to a General Officer)
- Please specify which day you would like the initial eblast sent (after 72 hours) and dates for subsequent e-mail messages.

Newsworthy Announcements for the General Church

Please send the following to cit@thecmechurch.org

- The person featured in the announcement
- Announcement (details about this newsworthy announcement)
- The event date and time (or when the event occurred)
- Photo Image for the announcement (please submit)
- Contact information (for additional information)
- Signature :
 - Name and Title of Presiding Prelate or General Officer
 - Name and Title of Connectional Officer and/or Department Chair (if the Connectional Officer does not report to a General Officer)