

Corridor Communications

Website and Facebook:

1. The District website will be used as a place to post important District information as well as serve as a community bulletin board for local churches to share events happening in their local area. However, events will only post on Wednesdays so that District recipients only get one email per week.
 - a. Requested postings come to the ADS for vetting prior to being sent forward to the webmaster.
 - b. For effective communication to reach an audience that has time to respond, please submit your postings at least two weeks prior to the date of the event.
 - c. We will not pass on to our District webmaster events that are requested to be posted in the week-of the event.
 - d. When you submit events to the ADS, please make sure that you send complete information including addresses and a contact person with contact information. It is not fair to our District Office staff to have to spend hours tracking down information to make a post for you.
 - e. Any flyers or other graphics submitted for posting should be in .pub, .pdf, or .jpeg format.
2. The District Facebook page is another effective way to communicate about local events. Please discern when you submit a request if your event is more effectively communicated in one medium or another.
3. Please take the time on Tuesday and Wednesday review both the Connections email from the Conference and the District website email. It will not all be relevant to you, but it will also avoid the possibility that you miss something important.

Corridor Connector:

1. The Connector newsletter will be sent quarterly during the last week of the quarter. It is sent to everyone clergy/laity who are listed in OLDCS at Charge Conference time.
2. Laity may unsubscribe to this, but we ask our active clergy to remain subscribed.
3. The Connector is intended to be shared widely within our churches. If you have a way to link it to your own newsletters or share it with your congregation, please do!
4. The Connector is one consolidated place to share relevant District and Conference information. We will include a section with hyperlinked connections to local church items such as employment and items for exchange that are submitted to the ADS during the month.

Email:

1. When needed, Carol and Jessie will send information or requests via email. We will do our best to consolidate this information into as few emails as possible and hyperlink to information like meeting RSVPs or registrations. *If you receive a direct email from Carol*

or Jessie, please assume that it contains something worth reading and open it, attend to relevant items, and then move on with life before it gets buried in your inbox.

2. Please use your nccumc.org email address. You can forward it to another address, but this is the one we'll use per Conference policy.
3. We will do our best to respond to all email correspondence within 48 hours. If you don't receive a reply (even if just an acknowledgement of receipt or an away message telling you when we will respond) from us within this timeframe, please send your email again so that it comes back to the top of our inboxes.
4. We hope that the Golden Rule will apply to your communication with us as well. Particularly if the email comes with a request for some response, please attend to that request in a timely manner.

Phone:

1. If you call the District Office 919-779-9435, District staff will route you to our "office"--which means that they'll patch your call thru to our cell phones.
2. If you call after hours, you must use the Conference number: 919.779.6115. Carol's extension is 383; Jessie's is 393. These calls won't forward to our cell phone, but we will get the messages.