

## **ATTN: Messaging Service—Use Policy**

June 2024



To the Members of New Holland Christian Reformed Church

New Holland Christian Reformed Church has begun using a texting and calling service called Text-Em-All. It is a helpful and useful tool to get out messages regarding cancelations, events, prayer chain, and other information.

The church's Media Team used the information you provided when you filled out the forms for the new directory. The team took just your names and phone numbers from those forms to create a contact list.

Only the cellphone numbers were used unless you didn't list a cellphone then your landline number was used. Other than your name the phone number is the only information that was put on the contact list.

If you have any questions or if you would prefer to have the calls go to your landline please connect with a Media Team member. Team members names and contact information are listed in the bulletin.

- We will only add or modify phone numbers of those who are members of New Holland CRC.
- If you are getting calls and want to opt out please contact a Media Team member—
- We will not use the service for political messages, or for any type of sales organization.
- Your information, including text opt-in data, will not be shared with any third parties for marketing purposes.
- All messages will be sent between 8:00 am and 9:00 pm.
- For economic reasons texts will be limited to 160 characters and phone calls to 30 seconds.
- Most messages will be sent as a call because it can be more detailed.
- All messages must go through your district elder or pastor.
  - They will connect with the Media Team to get it sent out.
  - Make sure you have correct and detailed information.
  - No personal contact information will be sent in a message unless permission is granted.

**Text-em-All** as a company, has a policy not to sell or use any personal information that is listed and has promised to protect all the information.

### **Media Team: when sending messages—**

- Do not send a message with personal information without permission.
- Follow the Text-em- ALL instructions.
- Make sure to identify yourself and the church.
- Be aware of the time and the window of when messages can be sent.
- It is best to write out what you want to say before recording it.
- Speak clearly.
- You can listen to the recording before it is sent- and redo it if necessary.

**Media Team--** Instant Church Directory- Savannah Feenstra, Brittney Veurink, Brenda Veurink, Jody Niewenhuis, Linda Feenstra

**Announcement Team—Text-em-All-** Lydia Niewenhuis, Rachele Hubers, Brenda Veurink, Harv Hofstee