## Fellowship One Guidelines

1. Each ministry must already have a contact list to provide to Communications so a Fellowship One group can be created. After initial list is given, additional names can be added. Process time to add names may be up to 10 days.
2. Only one designated member of the ministry team will have access to Fellowship One.
3. Access will include the ability to send email and text only. **Note:** Voice messages are reserved ONLY for the Pastors.
4. Only two messages a month should be sent from Fellowship One. **Note:** If you need to send additional messages, please use another method. It is critical that we keep our messaging to members at a minimum. Too many automated messages can cause people to unsubscribe.
5. Members of the Fellowship One Group must:
    a. Give permission to the ministry to send texts and emails to them directly.
    b. Be aware that they have the option to opt out of the direct ministry messages.
6. All users must attend Fellowship One training before gaining access to the application.
7. Communications will monitor all messages to ensure that requirements are being met.

## Fellowship One Procedures

Add/Remove Contact Request

1. To add or remove contacts, submit this form.
2. If adding contacts for the first time, the Communications team will create the Fellowship One group and notify the ministry leader.
3. There will be a two-week processing time for all requests.

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