

**Effective Sunday School Class Email:** Email is a wonderful way to keep contact with your class. It is cheap, efficient, and has almost universal usage. But there are some things you can do to maximize its effectiveness.

- **What to include** - Prayer requests, upcoming class events, & announcements. A brief devotion or summary of the lesson can also be helpful.
- **What not to include** - Do not send anything that might be deemed gossip or hurtful to someone. Avoid forwarded stories or items that do not pertain directly to the Sunday School class. This will make your emails ineffective as people quit reading them.
- **Email frequency** - Once a week works best. This allows those who were absent to read the prayer requests and find out what they missed. Try not to exceed 1 per week except for emergencies.
- **Managing Email lists** - The preferred way to send class emails is by using the email function in [Access ACS](#) (our church membership program). That way we have the most up to date email addresses in our database. If you have people that you include that are not members of the class, simply create a supplemental list to tack on to the ACS addresses. If you need help transitioning to this method, please don't hesitate to contact me for assistance.
- **Email Privacy** - The preferred way to send bulk email to your class is to use the "bcc" function on your email program. This keeps the email addresses from getting forwarded and possibly included in spam databases. Also note that our church email database is never to be used for marketing purposes of any kind.
- **People to copy** - Please include me on your email lists if you do not already do so. It helps me stay informed as to what your class is doing. Also, please add [info@vgbc.org](mailto:info@vgbc.org) to your email list. This will allow us to add prayer requests to the church prayer list when appropriate. We will not include people on these lists without their permission.