

Procedure for Requesting New Posts on the Church Website and/or Social Media Platforms:

1. A request must be made by the Department leader via email to webmaster@sdashiloh.org, with the department's overseeing Elder, Head Elder, and Pastor carbon copied (cc'd) on the email.

2. Once the request is received, the overseeing Elder must review and send approval for the post request.

Note: It is the responsibility of the requesting department's overseeing Elder to carefully review the post verbiage for grammatical and/or logistical corrections before granting approval of the post.

Once approval has been sent, the Elder is also responsible for informing the Board of Elders and other impacted departments for appropriate arrangements to be made, if necessary.

3. After approval has been granted, the post will be made to the website and/or social media platform indicated in the request within 48 hours.

Shiloh Communication department