



Weekly Church Communications Checklist

A simple weekly rhythm for clear, consistent church communication.

Use this checklist to keep Sunday materials, digital updates, event promotion, volunteer reminders, and final review moving together each week.

WEEK OF: _____

PRIMARY CONTACT: _____

SUNDAY WORSHIP COMMUNICATIONS

- ☐ Confirm sermon title, Scripture reference, speaker, and service details.
- ☐ Finalize bulletin/program content and proof names, dates, times, and locations.
- ☐ Update announcement and worship slides; verify media files are ready.
- ☐ Confirm printed signage, handouts, inserts, or connection materials needed for Sunday.

WEBSITE, EMAIL & SOCIAL MEDIA

- ☐ Update website with current service, event, registration, and ministry information.
- ☐ Schedule or publish the week's social posts and stories.
- ☐ Prepare and send the weekly church email/newsletter.
- ☐ Check that links, QR codes, forms, livestream details, and calls to action work correctly.

EVENTS & VOLUNTEER COMMUNICATION

- ☐ Review the church calendar for events that need promotion now or in the next 2-4 weeks.
- ☐ Send volunteer schedules, reminders, changes, and any instructions they need.
- ☐ Confirm event registration details, deadlines, childcare, locations, and contact information.
- ☐ Identify announcements that need to move from 'coming soon' to a stronger call to action.

FINAL REVIEW & FOLLOW-UP

- ☐ Proofread all public-facing communication for consistency and accuracy.
- ☐ Confirm the same key details appear correctly across bulletin, slides, web, email, and social.
- ☐ Assign any follow-up communication needed after Sunday or an event.
- ☐ Archive final files/templates so next week's work starts from an organized place.

ONE THING TO COMMUNICATE ESPECIALLY CLEARLY THIS WEEK

Clear communication builds confidence. Consistency builds trust.