



# Sri Mukambika Mahadeva Hindu Shrine

श्री मूकाम्बिका महादेव हिंदू मन्दिरः



## **WhatsApp Official Communications Protocol**

**Purpose:** At the board meeting held on July 19, 2025, the board decided to establish a communication protocol to ensure that all temple-related WhatsApp messages are consistent and clearly recognized as official communications from the temple. The document describes the communication protocol.

**When to Use:** If any board member or volunteer is sending a message in their official capacity related to temple activities, they should use the approved communication template. It is the committee lead's responsibility to ensure that all volunteers are informed of and follow this protocol.

**Protocol:** Each message should have the following components:

- \_\_\_ Add a title to the message: **"Temple Official Communication"**
- \_\_\_ Start the message body with the phrase "On behalf of the temple board," or "The temple would like to invite you"
- \_\_\_ Keep it short.
- \_\_\_ Add a signature at the end noting your name/official position in the temple.

**Example:**

### **Temple Official Communication**

Namaste all,

The temple warmly invites you to complete a short **Community Engagement Survey**. As many of you know, on June 20<sup>th</sup>, we completed the purchase of the property at Bailey Hill Road and are working behind the scenes to not only get the space ready for use but also put together meaningful community activities for engagement. Your input will help shape our festival calendar, regular programs, and volunteer opportunities. It will take about 10 minutes.

*Survey Link:* <>

*Deadline:* August 4, 2025 (due in two weeks)

*Note:* If you would prefer to complete the survey over a phone call, please contact me directly.

Thank you!

*Communications Coordinator*