



Mass Text Updates for a Church or Club

— one-way texts people are glad to get An Extended Guide · No. 2090

— An Extended Guide · No. 2090 —

Tech Made Simple. Service Made Personal.

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What's Inside

Everything in this guide, with page numbers. Skip to whichever chapter answers your question right now.

1. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech	4
2. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech	5
3. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech	5
4. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech	6
5. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech	7
6. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech	8
7. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech	9
8. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech	10
9. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech	11
10. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech	12
11. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech	13

12. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech	14
13. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech	15
14. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech	16
15. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech	17
16. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech	18
17. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech	19
18. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech	19
19. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech	20
20. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech	21
21. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech	22
22. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech	22
A Picture to Follow Along	23
A Second Look	24
A Note From Bill	24
Your Visit — and My Promise	25

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What's Inside Everything in this guide, with page numbers. Skip to whichever chapter answers your question right now..... 4

1. The Whole Idea on One Page.....	4
2. Why a Text Reaches People.....	5
3. Why Broadcast Beats a Group Chat.....	6
4. Tools Made for This Job.....	6
5. How Members Join Themselves.....	7
6. What You'll Need to Begin.....	7
7. Permission and the Rules, Plainly.....	8
8. Flocknote, Built for Churches.....	8
9. Remind, Built for Groups and Leaders.....	9
10. Other Tools Worth Knowing.....	9
11. Matching a Tool to Your Group.....	10
12. Sorting Members Into Groups.....	11
13. Getting People to Join the List.....	11
14. Writing a Message People Welcome.....	12
15. How Often to Send.....	12
16. What a Text Is Good For.....	13
17. What to Keep Off the Texts.....	13
18. Pairing Texts With Email.....	14
19. When to Allow Replies.....	14
20. Writing Now, Sending Later.....	15
21. Deciding Who Sends the Texts	

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..... 15	22. Honoring When Someone Leaves.....	16	23.
What It Honestly Costs.....	16	24. Making Sure Texts Get	
Through.....	17	25. Protecting Members' Numbers.....	17
26. It Works on the Simplest Phone.....	18	27. A Kind Word on Prayer	
Chains.....	19	28. Keeping a Backup of Your List.....	19
29. The Mistakes That Sink a Texting List.....	20	30. Answers to Common	
Questions.....	20	31. Getting Your List Going.....	21
32. You Don't Have to Set It Up Alone.....	22	Everyday Cheat	
Sheet.....	23	A Picture to Follow Along.....	24
24 A Second Look.....	24	A Note From Bill.....	25
25 Your Visit — and My Promise			

THE 60-SECOND VERSION

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1. The Whole Idea on One Page If you read only one page, read this. Here is the whole plan as a short checklist. A mass-texting tool lets a church or club send one short text that lands on every member's phone at once — a service time change, a meeting reminder, a weather closing. Unlike a group chat, it is one-way: the leader sends, members receive, and nobody's phone buzzes with twenty 'thanks!' replies.

- 1 Choose a tool built for broadcasting, not an ordinary group chat.
- 2 Set up groups that match your ministries, committees, or teams.
- 3 Let members join themselves, usually by texting a simple word to a number.
- 4 Get their clear permission first — texting people who did not opt in is not allowed.
- 5 Send short, clear messages, and not too many, so people stay glad to get them.
- 6 Always make leaving easy, and honor it the instant someone opts out. **GOOD TO KNOW** Texts get read — almost all of them, within minutes — far more reliably than email. For time-sensitive news like a cancellation, a text is the kindest, surest way to reach everyone. The rest of this guide walks through each piece gently: choosing a tool, getting members to join, sending messages people welcome, and staying on the right side of the rules. Take it a page at a time. **WHY TEXTING** 2. Why a Text Reaches People Email is wonderful for longer news, but it often sits unread for days, lost in a crowded inbox. A text

message is different: people glance at nearly every text within minutes of getting it. For anything time-sensitive — a last-minute change, a weather closing, a reminder about tonight — a text simply works when email does not. Texts are read quickly and almost always, where email is often missed. They reach any phone, including the simplest flip phone a member might carry. They are perfect for short, urgent news: changes, closings, reminders. No app to open and no login — the message just appears.

TIP

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Use texting for the short and timely, and save email for the long and detailed. The two together cover everything: email for the newsletter, a text for 'service is cancelled due to snow.' A texting tool does not replace your other ways of reaching people; it adds the one channel almost everyone actually checks. For the news that cannot wait, nothing beats it. ONE-WAY 3. Why Broadcast Beats a Group Chat Many groups try to coordinate with an ordinary group text, and quickly learn why it drives everyone mad. One announcement sparks forty replies — 'got it,' 'see you there,' a thumbs-up from each person — and every one of those buzzes on every phone. A broadcasting tool fixes this by being one-way: the leader sends, members receive, and the chatter is gone. A group chat turns one notice into dozens of reply buzzes for everyone. A broadcast tool sends one message out, with no reply-all pile-up. Members cannot see each other's phone numbers, which protects privacy. If replies are useful, they come privately to the leader, not to the whole group. WATCH OUT An ordinary group text also exposes everyone's phone number to everyone else, and anyone can be added or left on it forever. A proper broadcast tool avoids both problems neatly. The difference between a group chat and a broadcast tool is the difference between chaos and calm. For reaching a whole congregation or membership, one-way broadcasting is exactly what you want.

THE TOOLS

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4. Tools Made for This Job There are tools built specifically for groups like yours to send mass texts, and they handle all the tricky parts — the opt-in, the opt-out, keeping numbers private — for you. A couple are especially common among churches, schools, and clubs, and most have a free or low-cost starting tier. Flocknote: popular with churches and parishes, with a free tier for small groups. Remind: widely used by schools and activity leaders, with a free tier for leaders. Others exist too — several church and club platforms include texting. Your church-management software, if you have one, may include texting already. These tools exist precisely so you do not have to wrestle with the rules and the mechanics yourself. They give you a simple way to collect members, sort them into groups, and send a message to all of them with the law and the privacy handled for you. GOOD TO KNOW Pricing and free-tier limits change, so check each tool's own site for current terms. As a rough guide, small groups often fit a free tier, and modest paid plans start low.

TEXT-TO-JOIN 5. How Members Join Themselves The cleverest part of these tools is how members sign up: usually they text a simple word — a 'keyword' — to a number, and they are in. This 'text-to-join' is wonderful because the member's own action is their consent, and they can leave just as easily. You announce the word, and your list grows itself. You pick a keyword, like your group's name, tied to your account. Members text that word to the tool's number, and they are added. Their choosing to text in is their permission to be texted. To leave, they text a word like STOP, and they are removed at once. TIP Put the keyword everywhere: the bulletin, a slide on the lobby screen, a card in the pew. 'Text WELCOME to this number to get our updates' is all it takes for folks to join on their own.

WHAT YOU NEED

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Text-to-join turns list-building from a chore into something members do for themselves. It also keeps you honest, because everyone on the list chose to be there — which is exactly what the rules require. 6. What You'll Need to Begin Starting a texting list takes very little. There is nothing to install and nothing complicated to set up; the tool does the heavy lifting. What matters most is not equipment but a clear plan for how members will join and what you will send them. An account with a texting tool — a free tier is enough for many small groups. A keyword and a plan for how members will be invited to join. Members' genuine consent, gathered through text-to-join or a signed form. One or two trusted people to send the messages consistently. That is the whole list. You do not need special phones or a computer that is always on. A leader can send a message from an ordinary phone or a web page whenever news needs to go out. GOOD TO KNOW The most important ingredient is not technical at all: it is members who have truly chosen to be on the list. Everything else the tool handles, but genuine consent is yours to gather honestly. CONSENT 7.

Permission and the Rules, Plainly There are real rules about texting people, and they boil down to one fair idea: you may text people who have clearly agreed to receive your texts, and you must stop the moment they ask. These rules exist to protect everyone from spam, and following them is both the law and simple courtesy. Only text people who have clearly opted in — by texting your keyword or signing up. Never buy a list of numbers or text people who did not ask to hear from you. Every message should make clear who it is from and how to stop receiving them. When someone opts out, remove them immediately and do not text them again.

WATCH OUT**7. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech**

Texting people who never opted in is not just rude — it can break the law and get your account shut down. The text-to-join path keeps you safe, because joining is the member's own clear choice. The good news is that the tools are built to keep you compliant: they handle the opt-in record and the opt-out automatically. Stick to people who chose to join, honor every STOP, and you are on solid ground.

FLOCKNOTE 8. Flocknote, Built for Churches Flocknote is a tool made with churches and parishes in mind, and many find it the gentlest fit. It handles both text and email, lets you organize members into groups like ministries and committees, and offers a free tier for smaller congregations. Larger ones move to a modest paid plan as the list grows. Designed for churches: groups for ministries, committees, and the whole congregation. Sends both texts and emails from the same member list. Offers a free tier for smaller groups, with paid plans as membership grows. Includes a text-to-join keyword so members can add themselves.

GOOD TO KNOW Flocknote's free tier has historically covered smaller networks, with paid steps for larger ones. The exact numbers change, so check flocknote.com for current tiers before you commit. For a church that wants one friendly tool for both texting and email, organized the way a parish actually thinks, Flocknote is a natural starting point worth a close look.

REMIND 9. Remind, Built for Groups and Leaders Remind grew up in schools, where teachers use it to reach families, and it works just as well for any activity leader, club, or team. It offers a free tier for leaders, with two-way messaging and handy touches like automatic translation. Larger organizations move to its paid school and district plans.

GOOD TO KNOW

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Free for individual leaders and activity organizers, with generous group sizes.

Two-way messaging when you want it, and translation into many languages. Familiar to many families already, since schools use it widely. Larger, organization-wide plans are priced by quote. Remind's free leader tier suits a club or a single ministry well. Its larger paid plans are aimed at whole schools and are quoted by their sales team, so check what fits your size. If your group is already comfortable with Remind from the local school, or you want simple two-way messaging and translation, it is a strong and familiar choice. OTHER OPTIONS 10. Other Tools Worth Knowing Flocknote and Remind are two common choices, but they are not the only ones. Several other platforms offer group texting, and your existing tools may already include it. It is worth a quick look before you add something new, in case you are already paying for texting without knowing it. Church-management systems often include texting as one of their features. Some giving and event platforms offer broadcast texts to members. General business-texting services exist, though they can be more involved to set up. Check what your group already uses before signing up for something separate. GOOD TO KNOW If your church or club already pays for a management system, see whether it can send texts. Using a feature you already have is simpler than adding and learning a second tool. The field is wide, but you do not need to survey all of it. Check what you have, look at one or two of the common dedicated tools, and pick the one that fits your group and budget. WHICH TO CHOOSE 11. Matching a Tool to Your Group With a few good options, a simple rule of thumb saves you from overthinking. Match the tool to what your group is and what it already uses, and you will land on the right one without a long comparison.

GOOD TO KNOW

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A church wanting one tool for texts and email, organized by ministry: Flocknote.

A club, team, or single leader wanting simple, free broadcasting: Remind. A group that already pays for management software: check its built-in texting first. Unsure: start with whichever has a free tier that fits your size, and try it. There is no wrong choice you are locked into. Your member list can usually be exported and moved if you outgrow a tool, so starting with the simplest free option is always safe. The tool matters less than simply beginning. Any of these will let you reach your members with a short text, so pick the one that feels easiest and get your first group set up.

SETTING UP GROUPS

12. Sorting Members Into Groups

A great feature of these tools is groups: instead of texting everyone about everything, you can sort members so the choir hears about rehearsals, the board hears about meetings, and the whole congregation hears about a closing. This keeps every message relevant, which is the surest way to keep people from tuning out. Make a group for everyone, for your big, universal announcements. Make smaller groups for ministries, committees, teams, or classes. Members can belong to several groups — the choir member who is also on the board. Send each message only to the group it concerns, so nothing feels like spam. TIP Relevance is everything. A member who only gets texts that actually matter to them stays happy to receive them; one who gets everything soon mutes you. Groups are how you keep every text welcome. Thoughtful groups turn a blunt broadcast into a considerate one. A little organizing up front means every member hears what concerns them and is spared what does not.

GETTING MEMBERS

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13. Getting People to Join the List A texting list is only as useful as the number of members on it, so inviting people to join well is worth a little effort. The text-to-join keyword makes signing up effortless; your job is simply to put that invitation everywhere your people already look, and to explain the benefit plainly. Announce the keyword from the front, in the bulletin, and on the lobby screen. Explain the benefit: 'Never miss a closing or a change — get our texts.' Offer to help anyone who is unsure, right there after a service or meeting. Keep a paper sign-up for folks who would rather give you their number in person. GOOD TO KNOW A short, in-person demonstration — 'everyone take out your phone and text this word now' — can enroll half your group in two minutes. Doing it together removes the hesitation. Make joining visible and easy, explain why it helps, and your list fills steadily. Most people are glad to get a timely text; they just need the nudge and the keyword. A GOOD TEXT 14. Writing a Message People Welcome A good broadcast text is short, clear, and makes a single point. People read texts in a glance, so bury nothing. Say who it is from, say the one thing, and if there is an action, make it obvious. A rambling text gets half-read; a crisp one gets acted on. Start with who it is from, so there is no confusion: 'St. Mark's:...' Make one clear point per message — a change, a reminder, a closing. Put the key detail — the new time, the date — right up front. If there is an action, state it plainly, and keep any link short and tidy. TIP Write the text as if to one busy friend standing in a doorway. Say the one important thing, kindly and clearly, and stop. Short and warm beats long and thorough every time in a text. The discipline of the short, single-point text is what keeps your list healthy. Respect people's attention with crisp, clear messages, and they stay glad to hear from you.

HOW OFTEN

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15. How Often to Send The fastest way to lose a texting list is to over-use it. A text feels more personal and more interrupting than an email, so the bar for sending one should be higher. Reserve texts for what is timely and important, and your members will keep welcoming them rather than tuning them out. Send texts for the timely and important, not for everything. A few messages a month is plenty for most groups; weekly is often too much. Save the longer, less urgent news for your email or bulletin. When in doubt, ask whether this truly needs to buzz everyone's pocket. **WATCH OUT** Every needless text nudges a few more people to leave. Treat the list as a privilege, not a megaphone, and send only when the message genuinely earns a spot in someone's pocket. Restraint keeps a texting list valuable. The groups that send rarely but always usefully are the ones whose members stay subscribed for years. **WHAT TO SEND** 16. What a Text Is Good For Knowing what belongs in a text helps you use the tool well. The best uses are short, timely, and matter to the whole group it goes to. If a message is long, optional, or merely nice-to-know, it usually belongs in email or the bulletin instead. Weather closings and last-minute cancellations — the classic, perfect use. Reminders the day before an important meeting or event. A change of time, room, or location people need to know fast. An occasional warm note — a thank-you, a welcome, a quick celebration. **GOOD TO KNOW** The weather closing is the use that wins people over. A member who learns the service is cancelled before driving through snow becomes a believer in your texting list for good. Match the message to the medium. Timely and brief goes to text; long and optional goes to email. Keep that line, and every channel stays effective.

WHAT NOT TO SEND**12. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech**

17. What to Keep Off the Texts Just as important as what to send is what to leave off. A few kinds of message sour a list quickly, and avoiding them keeps your members glad to stay. The test is simple: would a busy member be happy to have their pocket buzz for this? Avoid constant fundraising blasts; an occasional gentle ask is fine, a drumbeat is not. Keep long newsletters and detailed notices in email, not crammed into texts. Never text anyone's private information — a member's situation, address, or health. Do not send purely optional nice-to-knows that do not need to interrupt anyone. **WATCH OUT** A text asking for money every week trains people to opt out. Let your giving guides and email carry the steady appeals, and reserve texts for the timely news everyone actually wants. A short, respectful list of what not to send protects the list's health. Keep the texts timely, relevant, and private-detail-free, and people stay happily subscribed. **EMAIL TOO**

18. Pairing Texts With Email Most of these tools send email as well as text, and the two make a fine pair. Use the strength of each: the text for the short and urgent, the email for the long and detailed. Together they reach nearly everyone, each in the way that suits the message. Keep your longer updates and newsletters in email, where there is room. Reserve texts for the brief and timely that email handles poorly. Many tools let you send to both at once when news truly needs the widest reach. Let members choose text, email, or both, so each gets news their preferred way. **GOOD TO KNOW** Letting members pick text, email, or both respects how different people like to be reached. The quiet soul who hates a buzzing phone can take email only, and still never miss a thing. Texts and email are partners, not rivals. Used together, with each carrying what it does best, they give your group reliable, respectful communication on every front.

TWO-WAY

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19. When to Allow Replies Some tools let members reply, and those replies come privately to the leader rather than to the whole group. This can be handy — a member confirming a ride, asking a quick question — without recreating the group-chat chaos. Decide whether you want this, and set expectations so no one feels ignored. Replies, where allowed, go only to the leader, not to the whole list. Useful for quick confirmations and questions without a group pile-up. Decide who watches for replies, so none goes unanswered. Make clear it is for brief replies, not a full conversation channel. TIP If you turn on replies, make sure someone is actually reading them. A member who texts back a question and hears nothing feels worse than if replies had been off entirely. Two-way messaging is a nice option when managed, and a quiet disappointment when ignored. Turn it on only if someone will tend it, and it adds a gentle human touch to your broadcasts. SCHEDULING

20. Writing Now, Sending Later Most tools let you write a message now and schedule it to send later, which is a real gift for a busy volunteer. You can prepare the Saturday-night reminder on Thursday, or line up an event nudge for the morning of, and the tool sends it on time without you having to remember. Write reminders in advance and schedule them for the right moment. Line up an event-day nudge so you need not remember on the day itself. Avoid sending at awkward hours; schedule for a friendly time of day. Review a scheduled message once before it goes, in case plans change. WATCH OUT If you schedule a reminder ahead, cancel it if the event changes. A scheduled text that fires after a meeting was called off is confusing and undermines trust in the list.

WHO SENDS

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Scheduling takes the pressure off the keeper and makes sure reminders land at the right time. Set them up in a calm moment, and let the tool do the remembering for you. 21.

Deciding Who Sends the Texts As with any shared tool, it helps to name who may send messages. A small, trusted circle keeps the voice consistent and avoids the confusion of many hands. The tool lets you give sending rights to a few people, so the pastor, the secretary, and a leader or two can all reach the group when needed. Give sending rights to a few trusted leaders, not everyone. Agree a consistent voice and the rules for what gets sent. Make sure at least two people can send, so no single absence leaves the group silent. Keep access tied to the group's account, so it passes on when roles change. GOOD TO KNOW Two senders is the sweet spot: enough that a message can always go out, few enough that the voice stays consistent and nothing is sent twice by mistake. A small, clear circle of senders keeps your texting calm and dependable. Everyone knows who speaks for the group, and the list never falls silent for want of someone able to send. OPT-OUT 22. Honoring When Someone Leaves Letting people leave easily is not just polite — it is required, and it actually keeps your list healthy. A member who can leave with one word, and does, is better off your list than quietly resenting it. The tools handle opt-out automatically, usually when someone texts STOP, and you should never try to talk anyone back on. Opting out is usually as simple as texting STOP; the tool removes them at once. Honor it immediately and completely — never text an opted-out person again. Do not take it personally or pressure anyone to rejoin. A clean, easy exit keeps your list trusted and keeps you within the rules.

WATCH OUT**15. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech**

Ignoring an opt-out, or adding someone back without their asking, breaks the rules and the person's trust. When someone leaves, let them go gracefully and completely. An easy exit is a sign of a well-run list, not a failure of one. People trust a list they can leave freely, which makes them more willing to join it in the first place.

THE COST 23. What It Honestly Costs Mass texting can be free or inexpensive for a small group, though costs rise with the size of your list and how much you send. The common tools have free or low starting tiers, and it is worth understanding roughly how pricing works so there are no surprises as you grow. Several tools have a free tier that covers smaller groups. Paid plans typically scale with the number of members on your list. Larger organizations and whole-school plans are often priced by quote. Check each tool's current pricing page, as these figures change over time.

GOOD TO KNOW Because pricing changes and varies by size, the honest advice is to check the tool's own site before committing. Start on a free tier if you can, and upgrade only when your list truly outgrows it. For most small churches and clubs, mass texting costs little or nothing to start. Begin small, see how your group uses it, and let the modest cost grow only in step with the value it delivers.

DELIVERABILITY 24. Making Sure Texts Get Through Phone carriers work hard to block spam texts, and occasionally a legitimate message gets caught in that net. Using a proper tool, keeping your list opt-in, and writing clean messages all help your texts sail through. A few simple habits keep your delivery reliable. Use a reputable tool, which works with carriers to keep your texts flowing. Keep your list strictly opt-in; spammy sending habits can get a number flagged. Keep links tidy and sparing; a message that is all links can look like spam.

GOOD TO KNOW

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If messages seem not to arrive, ask a couple of members and check the tool's status.

The best way to keep texts delivering is simply to behave like the trustworthy sender you are: opt-in only, clear who you are, and no spammy floods. Good habits are good deliverability. You rarely have to think about deliverability if you use a good tool and send responsibly. Keep your list clean and your messages honest, and the carriers let you through. **KEEP IT PRIVATE** 25. **Protecting Members' Numbers** Your texting list is a collection of members' phone numbers, and that is private information to be guarded. The broadcast tools help by hiding numbers from each other, but you must still handle the list itself with care, never sharing or exporting it where it could leak. The tool keeps members' numbers hidden from one another automatically. Do not share or export the member list to anyone outside the group's leaders. Store any backup of the list securely, as you would a membership directory. Collect only the numbers you need, and only with the member's clear consent. **WATCH OUT** A member's phone number is theirs to protect. Never pass your texting list to a vendor, a fundraiser, or anyone outside your trusted leaders, and keep any copy of it locked down. Treating the list as the private thing it is keeps your members' trust. They gave you their number to hear from the group, not to have it passed around, and honoring that keeps them glad they joined. **ANY PHONE** 26. **It Works on the Simplest Phone** One of the quiet virtues of texting is that it reaches everyone, including members who carry the simplest flip phone and would never download an app. A text needs no smartphone, no app, and no login — it just arrives. That makes a texting list especially kind to older members and anyone who keeps their technology simple.

GOOD TO KNOW

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Texts arrive on any phone that can receive a message, smart or simple.

No app to install and no account for the member to manage. This makes texting especially inclusive of older or less tech-comfortable members. Members join by texting a word — something nearly everyone can do. For a congregation or club with many older members, a texting list often reaches more people than email or an app ever could. The humble text message is the great leveler. Because it meets people on whatever phone they carry, a texting list leaves almost no one behind. That inclusiveness is one of its finest features, and a real reason to choose it. PRAYER CHAINS 27. A Kind Word on Prayer Chains Many churches use texting for a prayer chain, and it can be a beautiful thing — but it calls for extra care, because prayer requests often carry someone's private troubles. The same tools work well, with a gentle rule: never share a person's situation without their clear permission, and keep the chain opt-in like any other list. Use a dedicated prayer group that members choose to join. Never share a person's name or situation without their explicit permission. Keep requests general when permission is uncertain — 'a family in need.' Remind the chain that requests are private and not to be forwarded around. WATCH OUT A prayer request is often someone's most tender news. Sharing it without their blessing, however well-meant, can wound. Always get permission before a name or a trouble goes on the chain. Handled with that care, a texting prayer chain knits a congregation together in a lovely way. The tool is the same; the tenderness is what makes it right.

KEEP A COPY

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28. Keeping a Backup of Your List Your member list is valuable, built up over time, so it is worth keeping a safe backup. Most tools let you export the list, and a copy kept securely means a lost password or a change of tool can never erase the work of gathering everyone. Pair that with a safely kept account password, and your list is never truly at risk.

- 1 Look in the tool's settings for an option to export your member list.
- 2 Save the export somewhere secure, treated like a private directory.
- 3 Refresh the backup once or twice a year, and after big sign-up drives.

- 4** Keep the account password where the group's leaders can find it. TIP A backup and a safely kept password together mean your list survives a lost phone, a departed volunteer, or a switch to a new tool. Both take minutes and spare you starting over. You will likely never need the backup, but its value is in the one unlucky day it saves you from rebuilding your whole list. A little insurance keeps years of work safe. COMMON MISTAKES 29. The Mistakes That Sink a Texting List Most texting lists that fail do so for a few avoidable reasons. Knowing them keeps yours healthy and welcome for years. None is hard to avoid; each is simply a habit to watch. Texting people who never opted in, which breaks the rules and the trust. Sending too often, so members tune out or leave. Using an ordinary group chat, exposing numbers and inviting reply-all chaos. Ignoring opt-outs, or adding people back without their asking. Putting private details into a message everyone will read. TIP Run a simple test before you send: would a busy member be glad their pocket buzzed for this, from this group, today? If you cannot say yes, hold the message or move it to email. Avoid these five, send with restraint and respect, and the rest takes care of itself. A texting list is not complicated; it just needs genuine consent and a light, considerate hand.

COMMON QUESTIONS

19. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech

30. Answers to Common Questions A few questions come up again and again when a group starts texting. Here are short, honest answers to the ones heard most. 'Is it free?' Several tools have a free tier for small groups; larger lists cost a little. 'Do members need a smartphone?' No — texts reach any phone that can receive a message. 'Can people reply to everyone?' No, with a proper tool; replies, if allowed, go only to the leader. 'Is it legal?' Yes, if everyone opted in and you honor opt-outs — the tools help you comply. 'How do people join?' Usually by texting a simple keyword to a number.' GOOD TO KNOW If the rules around consent make you nervous, that is a healthy instinct. Stick to text-to-join and honor every STOP, and you are on firm ground; a short conversation can settle any lingering worry. Most worries about mass texting ease once you see how the tools handle the hard parts. If one is holding you back, it is the kind of thing worth talking through before you begin. GETTING STARTED 31. Getting Your List Going You now know the whole shape of it: a tool built for broadcasting, members who join themselves with a keyword, groups that keep messages relevant, and a light, respectful sending habit. The best time to set it up is before the next snow day or last-minute change catches your group off guard.

- 1 First: pick a tool with a free tier that fits your group, and set up your account.
- 2 Make a few groups matching your ministries, committees, or teams.
- 3 Choose a keyword and promote it everywhere so members can join themselves.
- 4 Send a warm welcome text, then reserve the list for the timely and important.
- 5 Name your senders, keep a backup of the list, and honor every opt-out.

GOOD TO KNOW

20. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech

You do not have to remember all of it. You just have to remember you can call. Friendly, in-person help for churches and clubs — I come to you. (330) 200-8042. A texting list is one of the surest ways to reach your whole group when it matters most. Set it up with care and a light touch, and your people will thank you the first snowy Sunday it saves them a trip. BILL'S HERE TO HELP 32. You Don't Have to Set It Up Alone If choosing a tool, setting up your groups, or getting members signed up feels like more than you want to take on, that is exactly the kind of thing I help local churches and clubs with. There is no silly question, and I am glad to sit down with your leaders and get the whole thing running the right way. I can help you pick a tool that fits your size and budget, set up your groups and keyword, run a sign-up drive so members join themselves, and show your leaders how to send a clean, kind message. Then I leave you with it working and a simple cheat sheet, so the group owns it for good. GOOD TO KNOW Friendly, in-person tech help for churches, clubs, and nonprofits around Portage County. I come to you. If you are not happy with a visit, I will make it right. (330) 200-8042. Whether you set it up yourself with this guide or give me a call, the goal is the same: a simple, respectful way to reach your whole group with the news that matters, right in their pocket.

CHEAT SHEET**21. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech**

Everyday Cheat Sheet Keep this page handy. It points you straight to what to do for each task. I want to... Do this Use a broadcast tool Flocknote, Remind, or similar — not an ordinary group chat Get real consent Members join by texting a keyword; honor every STOP at once Sort into groups By ministry, committee, or team, so every text is relevant Promote the keyword Bulletin, front of the room, lobby screen — make joining easy Write it short Who it's from, one clear point, the key detail up front Send sparingly Timely and important only; keep long news for email Keep it private Never text a member's personal details or share the list Back it up Export the member list and keep the account password with leaders Get help Call Bill: (330) 200-8042

HOW I CAN HELP**22. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech**

Your Visit — and My Promise In-home visit — \$99 flat for your first visit. No contracts and no surprise charges, and a 30-day follow-up is included. Remote Support — \$49 for a screen-share session. I only connect with your permission, you watch the whole time, and you can end anytime. If I can't fix it over the screen-share, I refund the \$49 — and if it turns out you need me in person, that \$49 goes toward your visit. It's included free for Support Plan members (\$39/mo). GOOD TO KNOW My promise — If you're not 100% satisfied with your visit, I'll come back at no charge, or refund the full \$99. No questions, no awkwardness. That's how I'd want to be treated. Call or text (330) 200-8042 · Book a visit: billshometech.com/book · bill@billshometech.com This free guide is for general information only — not professional advice, and no substitute for your device's own manual. Any prices or outside products mentioned can change; please confirm current details before you buy. Please use your own good judgment and follow it at your own risk — for anything involving electricity, gas, water, or heights, stop and call a licensed professional. Bill's Home Tech and Bill Davis can't be responsible for any damage, data loss, or injury that results. © 2026 Bill's Home Tech, LLC.

AT A GLANCE

A Picture to Follow Along

One Message, Everyone's Phone

A tool made for broadcasting — not a group chat that fills with replies.

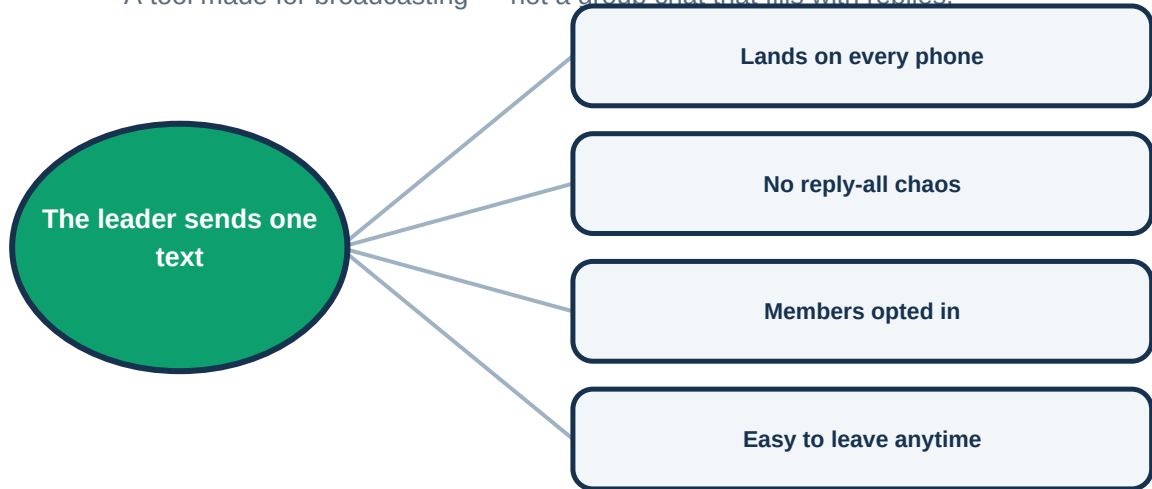


Illustration — a schematic. Set-up screens differ; each takes only a few minutes.

AT A GLANCE

A Second Look

Getting a Texting List Going

Four gentle steps; members join themselves by texting a word.

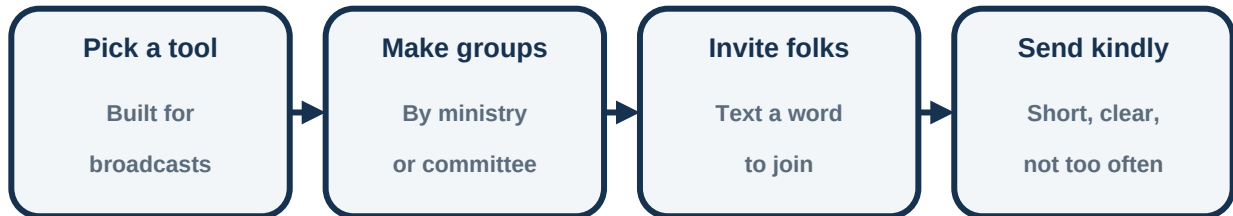


Illustration — a schematic. The order is a suggestion; do one box at a time.

A schematic of the plan — company steps vary; the order does not have to.

BEFORE YOU GO

A Note From Bill

A quick note from Bill. I write these guides to make home tech a little less frustrating, and I do my best to keep every step accurate and up to date. Still, every home, device, and setup is a bit different, so I can't promise a guide will match yours exactly or fix your particular problem. These guides are for general information only — they're not professional, legal, or financial advice, and they don't replace your device's own manual or the manufacturer's instructions. Please go slow, use your own good judgment, and use everything here at your own risk. If a step involves electrical wiring, a gas appliance, a water heater, plumbing, or climbing a ladder — or if anything just doesn't feel safe — please stop and call a licensed professional (or give me a call at 330-200-8042). Bill's Home Tech and Bill Davis can't be responsible for any damage, data loss, or injury that results.



HOW I CAN HELP

Your Visit — and My Promise

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Remote Support — \$49 for a screen-share session. I only connect with your permission, you watch the whole time, and you can end anytime. If I can't fix it over the screen-share, I refund the \$49 — and if it turns out you need me in person, that \$49 goes toward your visit. It's included free for Support Plan members (\$39/mo).

GOOD TO KNOW

My promise — If you're not 100% satisfied with your visit, I'll come back at no charge, or refund the full \$99. No questions, no awkwardness. That's how I'd want to be treated.

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