

ClergyConciergeCare **Communications ToolKit**

Prepared by Reta Trust

We need your help getting the word out
about the new Reta *clergy support* program
called ***ClergyConciergeCare***.

And with this customized digital toolset,
you can make a healthy difference for your clergy
with just a click of your *email send button*!



Your *ClergyConciergeCare* Communications *ToolKit*

We thank you in advance for helping us get the word out to your clergy about a very important Reta clergy support program that provides *comprehensive* and *confidential* services for their physical and mental wellbeing. In consideration of your busy schedule and for consistency of messaging, we created this communications toolset that has everything you need to help communicate this new program that can be life changing for your clergy.

And now that you are equipped with this customized digital toolset, you can make a significant difference in improving the general wellbeing of your diocesan clergy members. And while your clergy focus on becoming healthier, the positive outcomes can also reduce costs for your diocese and your parishes.

Again, your support is critical to a successful launch and our continuing effort to optimize clergy participation and engagement in this program.

Your Reta Team

Your Communications Toolset

The primary tool in your *ToolKit* is a pre-written email that will have the most impact if it comes directly **from your bishop or his designee to your clergy**.

This email template is ready to go. It includes a link to a multimedia presentation so your clergy can learn more about Reta's *ClergyConciergeCare* with just one click. To preview, click [here](#).

Just three easy steps

The pre-written email is in a *Word* document file and has been approved by Reta and *Nurse Navigator* leadership. We request that content remains consistent to accurately introduce the program to your clergy and to be sure the link to the presentation remains live.

And from there all you need to do is:

- 1) Fill in the blanks for the *From*, *To*, and *Subject* lines as shown here...
From: Bishop [Last Name] or his designee's [Title and Last Name]
To: [Your diocesan clergy group]
Subject: Very important new Reta clergy support program at no cost to you
- 2) Copy and paste the email body content from the *Word* document that already contains the embedded *PowerPoint* link. If that link isn't live after you transfer content, click on the *Clergy email* link at the top of the next page and refer to directions.
- 3) And hit send. That's it.

To access your clergy email template

In this *Word* file you will find the content of the email template that we prepared for you that will be most effective if sent by your bishop or his designee to your diocesan clergy. To download this template, refer to the *Word* doc we attached to the cover email from Reta, **or** click on the words "*Clergy email*" just under the *Word* icon below. If the file doesn't automatically download onto your desktop, check your *Downloads* folder.



[Clergy email](#)

To access your PowerPoint custom presentation

To download your diocesan *ClergyConciergeCare* presentation click on the words "*CCC Prez*" just under the *PowerPoint* icon below. Or, again, you can refer to the cover email from Reta for an [attached PowerPoint](#) file. Keep it handy on your desktop for future use for educational meetings or FYI emails targeting your diocesan clergy.



[CCC Prez](#)

Hosted slide show presentation access alternative

Your diocesan *ClergyConciergeCare* presentation is hosted on our server as an access alternative to the *PowerPoint* file that may be too large for some to send and receive. So instead, this is an option where you can just copy the following link for previewing or to email or text this link as another tool in your *ToolKit*.

Click: [Reta Clergy Care](#).

Meet your dedicated Concierge *Nurse Navigator* Jay Martinez, RN



Your diocesan clergy can call, text or email Nurse Jay for any healthcare reason. And they will have unlimited access to Nurse Jay.

(713) 568-1880

jay@mynursenavigators.com

Available 9:00am to 5:00pm CST
Monday through Friday.

Nurse Jay will be proactively reaching out to you to discuss ongoing strategies to help sustain the momentum of clergy engagement in the *ClergyConciergeCare* program.





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Catholic values.

2121 N. California Blvd
Suite 350

Walnut Creek, CA 94596

1-888-TRY-RETA | 1-888-879-7382

learnmore@retatrust.org

www.retatrust.org