

Communications Committee November 2014

The **Communications Committee (CC)** disseminates information about the church to both the members and the public as needed. Communication can be in whatever form will get the job done within the budgetary limits of the church. Currently, the Communications Team is mainly responsible for website management, and the church office is responsible for help with posters (placed at locations within the church and in nearby businesses when appropriate), postcards, flyers distributed around the neighborhood, and announcements in the church bulletin and church newsletter. If there is an activity that needs publicizing through the CC, as much notice as possible would be appreciated.

Everyone is invited to contribute to the church newsletter (*Messenger* is published by the church office monthly. Deadline is the 20th of the previous month).

The Outgoing Chairperson will “shepherd” incoming chair for at least the last quarter of their term as Chairperson. If possible, the Committee on Lay Leadership team will seek to identify a member who is willing to serve as chair on following years and have them train under current chairperson for up to a year before becoming chairperson.

The Communications Committee meets at least quarterly (called by chairperson) to review the church’s communications needs, and additional meetings may be called by the chairperson.

The Communications Chairperson is a member of the Church Council. The Council meets 4th Monday, 6:00 p.m. bi-monthly beginning in January with called meetings as necessary.