

Communications Team Minutes

March 6, 2018

Jenny opened the meeting with a prayer.

Members present: Jenny Jansen, Evelyn Jones, Pastor Kabamba, Carol Kell, Alan Roney, Joy Smith

The minutes from the Feb 6, 2016 meeting were reviewed and approved. Jenny will “publish” the minutes with a link in @ the Forest.

Topic	Discussion	Action Steps
Communications Team Covenant	<p>Jenny presented revised form with 11 statements, the first five generalized to our responsibilities as members of FCUMC, the remaining six more specific to the Communications Team. Alan requested rewording that was gender neutral on one statement. Jenny requested that one more statement be added that was a Communications Team specific rewording of #6 of the Leadership Team Covenant.</p> <p>As a follow-up to #3 of the draft covenant referring to using our gifts and talents to serve the church, Jenny passed out the “Primary Leadership Components Assessment”. We are each asked to complete it and be ready to share at our next meeting and use the results to inform our roles within the Communications Team.</p>	<p>Jenny will make the changes and will share the covenant with Leadership Team at their next meeting.</p> <p>Team will approve the revised covenant at our next meeting.</p> <p>Team will complete the Primary Leadership Components Assessment.</p>
Holy Week (March 25-April 1) Communication	<p>Holy Week schedule was clarified and the need for flyers and inserts outlining the Holy Week activities was decided.</p> <p>Discussion around Catherine Hirutsika recently stepping up to Children’s and Youth Ministry Leadership, reporting to Ken Jackson and Joey Marting pointed to the need to get more info from them to create communication about the Easter Egg Hunt.</p> <p>We need to be intentional about inviting LGA to participate, particularly with the Easter Egg Hunt. This brought to light the need to add LGA as a “Communication Request” so we are reminded to consider how to involve them with the ministries of the church.</p>	<p>Jenny will keep updating @ the Forest according to the information that develops around Holy Week and the Easter Egg Hunt.</p> <p>Carol will develop flyers for posting and bulletin inserts listing Holy Week worship, prayer times and activities and using Alan’s graphic that will go on the electronic sign.</p> <p>Jenny will get Communication Request Form related to Easter Egg Hunt.</p> <p>Carol will create the Easter Egg Hunt Flyer to be an insert in the March 18 Sunday Bulletin and to go the LGA for their distribution on March 19. (Note-protocol for the team will be to get approval of the flyers from the event planner(s) and copy to the Leadership Team person connected to the event.)</p>

Jenny will revise the Communications Request Form to include LGA.

National Day of Prayer (May 3) Communication

Richard Menefield has submitted the Communications Request Form. We reviewed the list of requested communications and divided the responsibilities.

Timing was discussed and we want to get this up and running right after Easter. Things we will need...

- What logo do they want to use?
- Final list of participating churches
- Updated information from Feb 28 meeting
- One of us to attend their March 15, 7 pm meeting
- Cover letter for flyers to be sent to churches and organizations in our community
- As hosting church, we need to make communication flyers available to participating churches

Jenny will keep the website updated with this event, will create a Facebook event, and will include information in the Bulletin and @ the Forest.

Joy will put periodic Facebook posting according to photos and information that needs to be sent to her. (**Who will be sending what?**)

Alan will provide posting information on the digital sign and any needed worship slides.

Carol will make contact with the Menefields regarding a cover letter and logo/theme to be used and create flyers/posters.

Evelyn will create the appropriate press releases and distribute flyers and posters by mail to the appropriate area churches and organizations.

Old Business: Intentional plans for photographs for social media and @ the Forest

Discussion around the documenting of “photo ops” is hit or miss according to who happens to be at worship or an event and who happens to think of taking a picture and knows to send it to Jenny and Joy.

We need a plan in place to ensure we don’t miss opportunities to share the good things happening at FCUMC. The Event Planning Form includes the question about whether a photographer/videographer is needed.

Alan suggested that it be a question from the Pastor on her weekly email to the Worship Team so the need is noted.

Pastor will add to the email; follow-up needs to happen when “photo ops” are identified in advance.

Joy stated that she can take photos and post them if she is told in advance so she can be intentional about being at the right place at the right time. (**Note:** Joy has since stated that she will need to step away from the Communications Team, but will still post on Facebook for a while.)

Next Meeting: Not scheduled. Suggest continuing to meet the 1st Tuesday of the month @ 12:30. This would be April 3, 2018.

Respectfully submitted,
Carol Kell