

INFO SHEET ON COMMUNICATIONS

WHY is this needed?

The Church is a community of individuals who need to know what's happening (or not) with and for others within the community. If information is not widely shared, some can believe nothing is happening while others can believe much is happening but that those happenings are secret and for some reason they are being excluded. In reality, communication generally lags because too few are doing too much, including both their Church life and their responsibilities outside the Church. If we are a viable, supportive community, we all need to know as much as we can in order to contribute our own efforts.

WHO needs to know how to implement this sheet?

Anyone involved with a Church activity

WHAT are we asking them to do?

Regularly share information about the activity or project with the congregation at large.

WHEN do we need to be communicating with each other?

We need to take every advantage we can create to involve each other by sharing information on as many platforms as possible to reach everyone we can.

HOW do we do this?

Here are some opportunities that exist now and the list does not exclude other opportunities that may be presented.

1. Weekly Church This Week newsletter – Edited information (print-ready and not requiring any editing) should be sent to Becky Green at.....
2. Weekly announcements at Services – There are blank sheets on the podium by the door which can be used to write an announcement and then give it to the Worship Associate to make during service.
3. Announcements at coffee hour – After the service and before coffee hour gets into full squeeze we have an opportunity for informal information sharing. Anyone with an announcement or a gratitude or a personal sharing can stand before the buffet in the Wuerker Room and do so. We generally ask anyone holding a position within the Church (Officer, Board member, Team leader, Committee Chair, etc.) to take this opportunity both to share and to model this opportunity so that others will step forward. If done judiciously, this opportunity may also be used to ask questions with the understanding that a specific answer may not be forthcoming but that it will be provided as soon as possible through all of these mechanisms.
4. Newsletter articles – Information to be included in the monthly newsletter can be sent to Dorothy Williams at _____ with a general deadline of the 15th of each month.....
5. Facebook – The Church has a private group
6. ????
7. Eventually whenever there is an addition to the web site that is accessible either publicly or to members.....

AND ??????????????????