

COMMUNICATIONS TEAM
CHARTER, POLICIES and PROCEDURES

MISSION:

The Communications Team, hereafter called the Team, enables effective communication at Trinity Baptist Church by serving as communication consultants, supporting collaboration and communication among Ministry Teams, Church Staff, the Church Family, and the community, and facilitating coordination, prioritization, development, execution, and presentation of communication content, both internal and external.

FUNCTIONS:

The duties of the Team are to support the Ministry Teams and Church Staff by collaborating with....

- The Trustees to communicate the Church Family's Ministry Strategy and Priorities and to assist in their activation, including website management
- The Trustees, Ministry Teams and Church Staff in coordinating and prioritizing the Church Calendar, church-wide initiatives, and event messaging
- Ministry Teams giving them advice as to methodology and management of their team's messaging needs and initiatives
- Ministry Teams and Church Staff to link and illustrate how independent ministry initiatives align with our Church's ministry strategies and purpose
- Ministry Teams and Church Staff to develop effective use of messaging and methods for Sunday morning events and points of contact
- The Trustees in managing the branding and visual presentation of our Church

In addition, the Team will...

- Develop and coordinate a Church-wide Communications Strategy
- Develop and execute internal and external communication plans
- Develop methods and mechanisms to educate, inform, advise, or alert the Church Family of information or situations of church-wide consequence
- Coordinate Bi-Annual Communications Summits, hosting and facilitating Pastoral Staff and Ministry Team Leaders dialogue and communication on church-wide and significant ministry initiatives and information
- Facilitate Messaging through External Media, including advertising and press releases
- Prepare for, and/or Respond to situations of crisis or broad concern

TEAM PERFORMANCE:

As needed, but not less frequently than once a year, to review and recommend changes to the Team policies and procedures and addendum (if applicable) for approval by the Church.

DURATION:

The Team shall continue in existence indefinitely until terminated by the church body..

TEAM LEADER:

The Team Leader shall be nominated by the Ministry Matching Team and approved by the church body.

If the Team Leader is unable to attend a Team meeting, the Team Leader shall designate another member of the Team to lead the meeting.

TEAM MEMBERSHIP:

The membership of the Team shall include no fewer than 9 members, including the Team Leader. The assigned staff liaison shall be a non-voting member. Ideally, Team consists of members from a broad cross-section of the Church Family. Team members shall have a passion for and/or demonstrated capacity for facilitating and/or developing effective communication.

MEETINGS:

A meeting of the Team may be called at anytime by the Team Leader or any other two members on at least 7 days notice and communicated to the Church office for posting on the website and Church calendar. A majority of the members of the Team shall constitute a quorum for the transaction of Team business. All Team meetings shall be open to Church members and invited guests, except for those matters that may require an executive session. Participation in Team deliberations, however, shall only be by invitation of the Team.

MINUTES & REPORTS:

The Team may designate a person to summarize the proceedings of the Team's meetings. The records of the Team shall be delivered to the Church Business Administrator to be retained in accordance with the retention period established by the Church. The Team Leader may authorize the creation and distribution of reports or position papers as appropriate.

EFFECTIVE DATE:

This Charter was approved by the Church to be effective Sept 28, 2008, and shall govern the operation of the Team hereafter.

COMMUNICATIONS TEAM
MEETING SCHEDULE AND PRIMARY AGENDA ITEMS
ADDENDUM

The annual meeting schedule and primary agendas for such meetings are described below.

<u>DATE</u>	<u>PRIMARY AGENDA</u>
All meetings	2 nd Sunday of Every Month, immediately following the Sunday Morning Worship Service
October	
November	
December	
January	
February	
March	
April	
May	
June	
July	
August	
September	

COMMUNICATIONS TEAM
ADDITIONAL POLICIES AND PROCEDURES
ADDENDUM