

TITLE: Communications Committee	NUMBER: F-5
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COMMUNICATIONS COMMITTEE

SCOPE:

The Communications Committee oversees the means used to inform the parish of church news and developments at the parish, diocesan, and national levels.

COMPOSITION:

The Communications Committee consists of a chair, at least one current vestry member, the Rector's secretary, the Evangel editor, the parish webmaster, social media administrators, and additional members as needed.

RESPONSIBILITIES:

The Committee:

1. Establishes guidelines (e.g. frequency of publication, content and format, and distribution) for parish communications, both hard copy and electronic.
2. Establishes guidelines and suggests content for the parish web site
3. Establishes guidelines for using media to promote participation in parish and diocesan events and in community affairs of interest or concern to parishioners, such as
 - ◆ bulletin board notices
 - ◆ brochures
 - ◆ leaflets
 - ◆ parish directory
 - ◆ news releases
 - ◆ radio and television announcements
 - ◆ Facebook, Twitter, Instagram, and other social media as appropriate.
 - ◆ other media deemed appropriate by the rector or the assistant to the rector (or, in their absence, one of the wardens).
4. Recruits volunteers and/or assigns responsibility for preparing and distributing such publicity.
5. Meets as needed to evaluate the effectiveness and efficiency of media currently being used by the church and to revise guidelines and direction as appropriate.

GUIDELINES:

Individuals shown in photos or streamed services shall not be identified by name without the written consent of the person involved; an exception may be made if the information has already appeared in newspapers or public media. These guidelines will remain consistent with the "Policies on Photography and Internet Social Networking" section (pages 22 – 23) of the Diocese of East Tennessee, Safe Church: Policies and Procedures for the Protection of Children, Youth and Adults, Revised October 3, 2017.