

Communications Ministry Description

Type of Ministry	Standing Committee with Chair Person
Purpose & Scope of Ministry	This committee will work to continually improve parish-wide communications through all available channels and increase the engagement of parishioners. There will be a strategic relationship with the Parish Director of Stewardship & Development.
Membership	This ministry will consist of 10-15 people
Qualifications of Members	Ideal members will have experience in one or more of the following: Public Relations, Social Media, Marketing, Graphic Design, Writing, Photography, Public Speaking, Promoting Events, Publication of Materials, Website Maintenance.
Relationships	Assist all other Ministries in Communications Efforts.
Responsibilities	<ol style="list-style-type: none"> 1. Maintain the Social Media Sites (Facebook,) 2. Facilitate the Publication of a Monthly E-Newsletter & a printed Semi-Annual Newsletter 3. Edit video homilies 4. Updates to designated areas of the Website 5. Facilitate the promotion of Parish & Ministry events 6. Research & develop best communication applications & platforms 7. Assist with Marketing & Public Relation efforts 8. Graphic Design/Writing/Photography Assistance 9. Gather & Communicate feedback from parishioners
Meetings	Quarterly meetings will take place with the Ministry Members, lead by the Chair Person. Additional meetings may be scheduled as necessary.
Commission	Stewardship & Development
Parish Liaison	Director of Stewardship & Development

OFFICE USE			
Chair Person:		Effective Date:	
Member # 1	Member # 2	Member # 3	Member # 4
Member # 5	Member # 6	Member # 7	Member # 8
Member # 9	Member # 10	Member # 11	Member # 12

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Member # 13	Member # 14	Member # 15	
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