



Communications Team

December 1, 2016 Meeting Minutes

Attending: Helen Cizerle, Elizabeth Holz, Tonya Morton, Emily Egerton, Jowita Zerilli, Danielle Hersh, Sanders Hall, Ray Bihary, Nat Fahy, Bonnie Johnson (leader)
Unable to attend but indicated interest in participating: Ginger Garner, Paul & Stephanie Madsen

Bonnie brought the meeting to order – lighting the Christ candle then prayer.

1) Welcome & Why We're Here:

- a) This is a kind of reboot of the Communications Team thanks to the emphasis given to communications by the Joel Team and agreement of the Church Council. Our responsibility is to help people find their way **to** our church and then help them (and those already here) find their way **within** our church. The prior tiny communications team is thrilled to welcome new members to the team.
- b) Bonnie briefly reviewed the main projects this team has been handling:
 - i) Sending announcements to newspapers of major events and pastoral changes
 - ii) Creating and sharing advertisements (i.e., rack cards) with the community at-large through local businesses
 - iii) Pictorial Directory
 - iv) The Scoop (Weekly electronic newsletter)
 - v) PhoneTree (automated calling and messaging service currently used primarily by UMM and for emergency church-wide calls)
 - vi) Updating website, including weekly posting of sermons (traditional service) and Beacon service
 - vii) Weekly Podcast posting of sermons (scripture and sermon from 11am service) on iTunes.

2) Introductions: Team members indicated a nice range of skills for the tasks at hand and representation from all three worship services.

3) Projects – Since there are quite a few projects predetermined for this team, Bonnie reviewed the attached list of projects with the team and asked for volunteers for each. Attached list includes names of members willing or interested in working on those specific projects. During future meetings, the team will discuss additional ways to improve SUMC communication and a broader overall plan.

Additional notes about some of the projects (as numbered on attachment):

1. Church Brand/Logo: Please have suggestions to present at the next meeting. Danielle and Sanders are the primaries on this. Ideas from other members of the team may be shared with them.
2. A link to the Survey as currently prepared is included in email to the team for review. *Please send any recommendations for changes to the team or at least to*

Bonnie by Dec. 19th. Additional questions will be added (probably at the beginning) by the team working on new worship service. The goal is to have congregation complete the survey Jan. 8th.

4. General Brochure: *Bonnie* has all the activity pictures used in the new directory and more. She'll prepare a draft for the sub-team to use as a start.

7. Needs leader.

8. Needs leader.

9. A template/form for requests (a.k.a. "W" form) impacts other projects so we need that soon.

4) The next meeting will be Thursday, January 5, 2017 at 6 p.m. in Room 33LL, Bldg 2.

Meeting ended with a thankful prayer by Helen at approximately 7:45 p.m.

Note to team: Regular monthly meetings are now on the church calendar for the 1st Thursday of each month at 6 p.m. in Room 33LL, Bldg 2. (If we don't need to meet in person, we will cancel the meeting.)