

St Andrew's Communication Elements 2019

www.standrewsriverheights.com

Telephone: 204-488-1130

A. Definition of terms:

- **Council** is the governing body of SARHUC
- **Group** is any group that is currently functioning at St Andrew's either as a committee or interest group
- **Community of Faith** refers to the congregation

B. From time to time members of the congregation and Community wonder where to find information related to church services, church activities or church business. Please note the following elements of our communication strategy:

1. **Group-Council Communication:**

- Members of the Council act as a liaison to one or more of the following groups - Christian Education, Fellowship, Finance, Foundation, Governance, Outreach, Property & Administration, Stewardship and Worship – to facilitate communication from groups to the Council and vice-versa;
- Groups provide quarterly (sometimes more) written reports to the Council which can be accessed from the web site or church office;
- Groups will present to the Council once a year in order to keep the Council apprised of the group's work and initiatives; and
- Ministry and Personnel are represented on the Council but do not provide quarterly written reports for reason of confidentiality.

2. **Council Meetings**

- Meetings are held usually on the third Tuesday of the month
- Meetings are open to members of the Community of Faith.

3. **Church Website: www.standrewsriverheights.com**

- Staff names, council chair and contact information
- Hours of the regular services
- Hours of special services
- Special events
- Annual Reports
- Minutes of Council meetings (both in draft and final, approved form)
- Groups quarterly reports
- Weekly bulletins
- News tab - What's New, Calendar of Events, link to e-blast newsletter
- Much more information, please visit the website

4. **Weekly eblast - please sign up (subscribe to our mailing list on the main page of the church website) to get information on the following:**

- Current announcements about church and community events
- Past announcements about events

5. Weekly Bulletin

- Details of the Sunday Service
- Announcements that are current and important
- Listing of all weekly activities
- Church calendar
- Announcements of upcoming events, e.g., baptisms, confirmation classes
- Outreach appeals

6. Information from the Prairie to Pine region 5

- These communiques come directly to the Church office and are posted on the bulletin board in the Narthex or outside the offices.
- In some instances these are found in the minutes of the Council Meeting.
- From time to time the information may be available to specific people, maybe a council Rep, maybe a Minister, maybe a specific Group member.
- Until the new regional website is up & running, you can sign up for the newsletter on the old conference website at <http://www.mnwo.ca/>.

7. Narthex

- For those who do not have internet or email the most important announcements are left in paper form in the Narthex, e.g., AGM booklet
- Any specific correspondence that members may want access to may have to be requested

8. Personal Contact:

- When there are special activities there is often a table set up in the Narthex where people involved in the activity can be approached to get information
 - i. information in the form of dates and times of an event
 - ii. ticket sales
 - iii. context for the details of the event

9. What can you do to improve communication for you?

- Ask someone:
 - ~ Often the church office will be able to direct you to the correct person or they may be able to answer your question
 - ~ Speak to the Council Chair
 - ~ Speak to a member of a Group
 - ~ Ask to be part of the weekly eblast mailing
 - ~ Phone the church office

Remember we do not know what you want to know.