

<b>Document #:</b>	<b>Operating Committees – C-5</b>	Created:	3-26-2013
<b>Title/Subject:</b>	<b>Communications Committee</b>	Revised:	6-3-2018
<b>Purpose:</b>	Define committee function, duties, organization	Reviewed/Unchanged:	
<b>Operational Authority:</b>	Committee Chair		

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## Policy

### Purpose:

To guide the creation and development of church communications that keep our members informed and encourage engagement and connection, as well as communications that invite the participation of those outside our church who are seeking a religious community.

### Duties:

1. Engage with the UUA MidAmerica and congregations in the Unitarian Universalist Association to observe trends and research best practices; keep abreast of new technology and social interaction tools that facilitate group communication.
2. Provide expertise and guidance to staff and volunteers with regard to various elements of effective, church-wide communications.
3. Interact with church committees and staff to ensure that their needs for timely and effective communications are being met.
4. Draft policies that balance open communication with the needs of our congregants and children for privacy and safety and that provide clear guidance on the authority and responsibility for various modes of communication.
5. Coordinate the creation of guidelines that enable our staff, leaders, and other volunteers to effectively use our communication tools.

### Organization:

1. The Committee functions as a coordinating partner with the Congregational Administrator-Office.
2. The Chair is appointed by the Committee. If there are no candidates, the PAC Team will seek a chair person(s). The chair person(s) will be approved by the Program and Administrative Council.
3. Terms shall be for one (1) year, with up to three (3) consecutive terms.
4. The Chair or a designee represents the committee at Program and Administrative Council meetings.
5. The Committee may appoint and coordinate task groups in order to achieve its purpose and carry out its duties.

## Procedure

### Meetings and Reports:

1. A list of Committee members is submitted to church office each September.
2. The Committee determines its meeting frequency.
3. Minutes of each meeting are distributed to members of the Committee and the church office.
4. The Committee regularly reports its activities to the Program and Administrative Council.
5. The Committee submits an annual budget to the Program and Administrative Council at the start of the budgeting process.
6. The Committee submits an annual report to the church office when requested.

## Associated Documents

### Bylaws Article VIII. Committees and Councils (6-3-2018)

#### **Section 8.2 Operating Committees and Councils**

The Board may create or dissolve any operating committee or council to meet the needs of the Church. Each operating committee and council will have a mandate approved by the Board that defines in writing that body's duties, organizational structure, and reporting requirements. The mandate will be reviewed at least every three years to ensure that it remains relevant to the evolving vision of the congregation.

#### **Section 8.3 Subcommittees**

The Board of Directors, committees and councils may create subcommittees, task forces, or other working groups, each with a specific limited focus.

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