

Communications Committee
Meeting Minutes
April 20, 2009

Present: Mike Redlin, Matt Cooney, Keith Davis, Pat Cote, Chris Pollock

March Minutes: Approved.

Membership

A discussion on membership needs began with deciding whether to increase the number of committee members for the sake of expanding the committee to target potential new members on the basis of the skills they could bring. This led to what role, if any, the committee should play in the upcoming 50th anniversary of the parish discussed at the last meeting of Pastoral Council.

The role of the Communications Committee would depend on:

Whether or not Pastoral Council would form a separate committee to handle the event

Dovetailing a new photo directory with the celebration (the last photo directory is at least five years old)

Whether or not to carve out a niche proactively and suggest to Pastoral Council that an oral history of the parish be compiled through interviewing people who played crucial roles in the founding of the parish. The history would be completed by April 2010.

After this discussion, and subsequent follow-up comments by e-mail, the committee agreed that Pastoral Council would be the body to decide on how the 50th anniversary of the parish would be celebrated and whether an oral and/or written history should be included. If so, PC would be the body to decide the best way to accomplish that. If requested by PC, the Communications Committee would serve an advisory role in that effort.

Mapping Document

In reviewing the Mapping Document, three things came to light:

Internal communication through the parish website.

For the sake of clarity, each standing committee should have a presence on the website that contains at least a mission statement, list of members with contact information for the chair, and a brief list of the committee's current activities.

ACTION ITEM: Pat will e-mail the committee members a list of the current standing committees. The members will then divide the list and contact the chairs asking for the basic information.

External Communication: Event Publicity

The committee made it a goal to compile a press packet, containing a template for a press releases and updated contact information for local media. The packet could also include contact information for various social agencies and other Catholic churches in the area. We agreed we would discuss the content and extent of the packet at a future meeting.

Efficiency of Parish Operations

In the interests of efficiency, would it be possible to automate processes such as scheduling liturgical ministers and registering parishioners? This would be a far-reaching initiative and invites further investigation.

The next meeting is scheduled for Monday, May 18.

Minutes Submitted by:
Keith Davis