

Communication Team Meeting Minute 30/04/24

Team Purpose:

“Supporting the congregation’s purpose and the work of the Kirk Session teams by facilitating effective communication internally within the Church family and externally with the local community. Through publications, streaming and online channels, we endeavour to inform, engage and encourage faith in Jesus and participation in the activities of our church family.”

1. Welcome and apologies
2. Actions from last meeting
3. Updates on:
 - a. Sunday news sheet (Heather)
 - b. Service Streaming (Scott/Neil)
 - c. Service CD/DVD production (Neil)
 - d. Sermon uploads (James)
 - e. Podcast (Neil/James)
 - f. Website (Doug/Neil)
 - g. Social media (James)
 - h. Google Calendar (Jim)
 - i. Lets (Jim)
 - j. Connect / Communion Card (Scott/Margaret)
 - k. Easter/Christmas cards (Jean)
 - l. Welcome Pack (Jean)
 - m. Notice boards (Alan)
 - n. External Notice Board and banners (Fiona)
 - o. Banners at front (Scott)
 - p. Office Tech (Neil)
4. New Team Convener
5. Any other matters
6. Date of next meeting
7. Close with prayer

Present:

James Falconer (Convener), Scott Burton, Jean Meek, Margaret Sim, Jim Dick, Heather O'Neill, Drew Robertson, Neil Matheson & Karen Fulton

Apologies:

Alan MacFarlane and Fiona Kantzidis

James opened the meeting by welcoming us all in new role as Communications Team Convener, by reading from 1st Corinthians 12 selected verses between 12 and 27. Followed then by prayer.

Actions

The action list was reviewed. Noted at this point a big thank you to Doug for all the hard work for a long period of time on the communications team, this has been very much appreciated and Doug will be missed on our team.

Updates

1. Sunday news sheet (Heather)

- The Newsheet continues to be done each week - no issues.
- Number of newsheets each week now 140.
- Heather is on holiday 4th May to 19th May inc. Neil has kindly agreed to cover during this time.

2. Service Streaming (Scott/Neil)

- We had upgraded ProPresenter, and it seemed to be OK for a while (albeit I hadn't had a chance to investigate the new features). But then some issues arose, so we've rolled back to the previous version and things seem to be on an even keel again.
- Identifying volunteers to set up and operate ProPresenter and finding opportunities to train them remains a concern.
- Some stats for views since the last meeting (19 January):
 - 3.1k and 9 new subscribers (in the equivalent period last year, 2.8k views)
 - The top ten service videos are in the 120-180 range (in the equivalent period last year, the most-viewed video had 248 views, and the rest of the top ten was in the 130-160 range)
 - Thursday prayer typically in the 28-38 range (last year, more variable: 17-48)

3. Service CD/DVD production (Neil)

- Numbers steady. Alan still duplicating and distributing discs.
- Small backlog to catch up. Neil has someone in mind to help with this.

4. Sermon Uploads (James)

All in hand / up to date. 283 sermons in this resource. James added that the resource does appear to be accessed very often and possibly something we should promote.

5. Podcast (Neil/James)

Uploads continue alongside sermon uploads. James added not sure how many people access this as stats are not available.

6. Website (/Neil)

- Currently sitting on a generic homepage (picture of the church building), because we didn't come up with a good image to tie in with this sermon series.
- In the process of adding a search function (action item) – getting the box to appear in the position I want is proving trickier than anticipated, so it's currently only on the News page, until I've resolved that. It also looks as though nothing in the calendar or

the News and Prayer pages will be picked up by the search, because these merely show a feed from elsewhere.

- Neil hoping to send some stats through soon.
- 'Governance' page being developed including Teams/Conveners. Scott provided a little insight into this. It will cover a lot of information ie. trustees, policies, latest minutes etc. It is nearly there and just needs to be reviewed and will be on website very soon.

7. Social Media (James)

No significant updates to report. Stats much the same.

8. Google Calendar & Lets (Jim)

Jim on holiday need somebody to cover. It was agreed that Jean will cover 26th May to 8th June and Heather will cover 20th June to 25th June. Neil will ensure emails are re-directed to Jean and Heather during these times.

9. Connect/Communion Card (Margaret / Scott)

No issues anticipated with collation / printing connect magazine.
Dates going to printer 8th May & distribution for 19th May.
No communion card till September.

10. Easter / Christmas Easter (Jean)

No current cards & thanks to Jean for help.

11. Welcome Pack

Jean will re-read welcome pack but mindful this will need to be changed with Mission Plan. Therefore, will be an action for the future.

12. Notice boards (Alan)

Update on the noticeboards (Internal - non-organisations) is as follows - These have been updated on a regular basis (fortnightly) since the last meeting.

13. External Notice Board and banners (Fiona)

No update. Jean confirmed that some old stuff was removed recently.

14. Banners at Front (Scott)

Banners continue to be changed by Roy when seasons/events arise. He is currently exploring a few more ideas that came up in the Community Outreach Team, where there could be "general" designs for events like Belong, etc. Thanks to Scott and Roy.

15. Office Tech

Nothing to report

16. A.O.C.B

- Karen raised adding Brightons Info email to agenda items, agreed this should be added.
- James mentioned the Mission Plan which obviously will bring quite a lot of work for the communications team ie. re branding, looking at calendar etc.

17. Date of Next Meeting

James suggested that this should be a face-to-face meeting as, although Zoom was a very efficient way of conducting our meetings, its business-like nature means we miss out on the benefits of community fellowship etc. This was agreed. The next meeting will be **Tuesday 20th August 7.45 pm Small Hall Brightons Parish Church.**

James then closed meeting in prayer and the grace.

APPENDIX 1: Comms Team Actions 30/04/24

No.	ACTION	WHO	Status
1	A list of organisations to be added beside the “who’s who” pictures	Judith	Still ongoing
2	Continue to liaise with groups about updating the internal hall boards	Doug	James will catch up with Doug
3	Update video tour of website	Scott	This will happen in due course
4	Add Governance Page to website	Scott	In hand
5	Add Brightons Info email to agenda. Karen will give report on this agenda item going forward.	James / Karen	
6	Get help to catch up with DVD backlog	Neil	Still ongoing
7	Add search function to website	Neil	In progress
8	Cover required for Newsheet while Heather on holiday	Neil	
9	Cover required for Jim while on holiday with Lets	Jean / Heather	