

COMMUNICATIONS
Program Council Member
Greenville Unitarian Universalist Fellowship
1135 State Park Road • Greenville, SC 29609

MISSION STATEMENT:

To facilitate decision making with the support of fellow trustees in a manner in which the Fellowship would concur that their best interests and concerns are being respected and addressed.

QUALIFICATIONS:

OVERALL RESPONSIBILITIES:

To ensure that the members, friends and visitors of the Fellowship have available to them sources of information regarding UU and the activities and priorities of the GUUF. To provide information to the community at large regarding our faith and our Fellowship so potential members and friends can assess whether our faith meets their spiritual needs.

FUNCTIONS:

1. To represent Communications Committee at monthly Program Council meetings.
2. To seek and retain volunteers for Communications Committee.
3. To oversee the production and distribution of the monthly newsletter.
4. To identify opportunities for external publicity for our faith and Fellowship.
5. To see that external publicity is properly secured.
6. To identify opportunities for increasing the effectiveness of communicating to one another or with the Fellowship itself.
7. To seek out and evaluate input from the members, friends and visitors of the Fellowship regarding their views and information needs and to respond to these needs or to pass this information on to the Program Council or Board member for action.
8. To insure that the diversity of the Fellowship and the community is honored with communication vehicles tailored to their needs and expectations.
9. To have input to committees which accomplish these functions.
10. To develop an annual budget for communication area and control expenses to that budget.
11. To attend committee meetings or other functions and special programs as helpful or appropriate to furthering the communication function.

HUMAN RESOURCES:

External publicity and press release coordinator
Newsletter committee (2-3 persons)
Graphic designer
Board secretary

OTHER RESOURCES:

List of contacts for external publicity

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Materials from the 1995 task force on publicity
Materials regarding UU Evangelism from the Program at the Mountain (Fall 1995)
Long Range Planning Survey
Board/Program Council Working Materials Notebook
UUA Congregational Handbook