

ST FRANCIS OF ASSISI ANGLICAN PARISH, WATERKLOOF– COMMUNICATIONS POLICY AND GUIDELINES

COMMUNICATIONS POLICY		
Title: St Francis of Assisi Anglican Parish, Waterkloof Communications Policy		Code:
		Category: Strategic Policy Documents
Policy Owner: Parish Council	Date Issued: 29 June 2017	Planned Review Date: Bi-annually
	Date Last Reviewed:	
COMMUNICATIONS GUIDELINES		
Title: St Francis of Assisi Anglican Parish, Waterkloof Communications Guidelines		Code:
		Category: Strategic Policy Documents
Guidelines Owner: Parish Council	Date Issued: 8 July 2017	Planned Review Date: Bi-annually
	Date Last Reviewed:	

Preamble

The Communications Policy and Guidelines have been drafted by the Communications Committee of Parish Council of St Francis of Assisi and approved and adopted by Parish Council on 29 June 2017 and 8 July 2017 respectively. The Policy articulates broadly what the Parish Council undertakes to publish, whilst these guidelines establish the mechanisms through which the Parish Council will communicate to the Parish and elsewhere.

COMMUNICATIONS POLICY

Rationale

- The Communications Policy provides a 360-degree perspective to assist the Parish in managing its communications in a consistent, transparent, and fully referenced manner. The ongoing updating of the Parish’s website will take place consistent with the adopted Policy.
- The Communications Policy recognizes the diverse activities occurring within the Parish, and attempts to be a useful conduit of information to those undertaking these activities as well as communicating with the Parish as a whole as to the many and varied facets of life at St. Francis of Assisi
- The Communications Policy will be implemented by the Communication Committee headed by a member of Council. Other Council members may participate in this committee, along with a number of non-Council members to be determined by Council.

The Three Pillars of the Communications Policy

Communicating Parish Financial Matters

All members of St. Francis are entitled to know the financial condition of the Parish at any point in time. This will include:

- Publishing the annual budget of the Parish, within thirty (30) days of the adoption thereof by Council;
- Publishing a quarterly report on the receipts and expenditures that have occurred, including dedicated giving revenues and a comparison of such information with the annual budget as adopted, within thirty (30) days of the end of such quarter;
- Publishing the results of any audit undertaken, within thirty (30) days of the receipt thereof; and
- A reference to the individual(s) within the Council who may be contacted with regard to all such reports.

The Parish Treasurer shall be the source of all such published materials.

ST FRANCIS OF ASSISI ANGLICAN PARISH, WATERKLOOF– COMMUNICATIONS POLICY AND GUIDELINES

Communicating Parish Administration Issues

All members of St. Francis of Assisi Waterkloof Parish are entitled to know the details of the administration of the Parish to which they belong, except such matters as are, by law or diocesan edict, deemed confidential. The provision of information regarding the administration of the Parish shall include:

- Summary of each Council meeting published within fourteen days of the meeting.
- Summary of any meeting of the Wardens or any “executive committee” published within seven days of the meeting.
- Summary of any meeting of the Vestry, published within fourteen days of the meeting.
- A Directory listing of the various committees and subcommittees of the Parish Council including contact details.

Communicating Ministries and Outreach Activities

The broad spectrum of Anglican liturgical modalities requires that each member of St Francis, regardless of which particular form of the Anglican liturgy is most comforting, be aware of, and provided the opportunity to participate in all of its other forms. In order to facilitate this, the pew leaflets distributed at the Sunday services of the Parish shall, as appropriate, reference all such activities or their pendency, including the name and contact details of the appropriate Parish member (s).

The future of the Parish is dependent upon its youth. The activities of the Youth Ministry, therefore, deserve the widest communication. In addition to the inclusion of the Youth Ministry activities in the pew leaflets distributed at the Sunday Services, the Director of the Youth Ministry shall file a quarterly report with the Council, which report shall be reflected in the summary of that Council meeting published in accordance with Clause 2 of this Policy.

Another important aspect of life at St Francis is the opportunity to engage in a variety of outreach activities including those community-based activities that contribute to the general well-being of all. These activities may generally be described as those taking place outside the Parish universe, but which have the objective of the betterment of the overall community of persons living within the Diocese. As to such activities, the following shall occur:

- No such activities shall be undertaken which results in a personal gain for any congregant
- Council and the Rector must provide approval before any part of the Parish premises may be used for undertaking such outreach activity
- At the conclusion of such outreach activity, the proponent thereof shall provide Council with a report on the results of such activity, which report shall be published as described in Clause 2.

Reporting

The Communications Committee shall provide an annual report on the implementation of the Communication Policy to Council, which report shall be published as provided in Clause 2.

Communications Guidelines

This Communications Policy is supported by guidelines which provide specific mechanisms for implementation of this Policy. The Communications Guidelines were approved by the Parish Council at its Strategic Planning Meeting held on 8 July 2017.

Review

This Communications Policy shall be reviewed on a bi-annual basis in order to maintain its applicability and sustainability.

ST FRANCIS OF ASSISI ANGLICAN PARISH, WATERKLOOF– COMMUNICATIONS POLICY

COMMUNICATIONS GUIDELINES

Introduction

These Communications Guidelines will be implemented by the Communications Committee headed by a member of Council. Other Council members may participate in this committee, along with a number of non-Council members to be determined by Council. The Communications Committee will try to establish the best means possible to disseminate information to the Parish using the various means at its disposal, chiefly, electronic and non-electronic media as outlined in Section on **Medium of Communication** of this document.

The current Communications Committee has identified the following THREE key pillars upon which its work revolves around:

- Financial Communications
- Administration Communications, and
- Ministries and Outreach Communications

It is on the basis of these pillars that the following guidelines have formulated to assist the Parish Council in better managing its internal and external communications.

Guidelines on Communicating Parish Financial Matters

All members of St. Francis of Assisi Parish are entitled to know the financial condition of the Parish at any point in time.

Publishing the annual budget of the Parish

The budget should be discussed openly at the Annual Vestry Meeting, and a print version should be made available to the Parish at the Sunday services at that time. Furthermore a copy should be available to any Parishioner from the office at any time – a fact that should be made public knowledge from time to time.

The budget should also be circulated to the Parish via, e-mail and through the pew leaflet. It should also be published in the *Franciscan Monthly*. It should be the responsibility of the Treasurer to prepare the information, and the format in which it should be published to the Parish.

Publishing a quarterly report on the receipts and expenditures

This feedback should be the responsibility of the Treasurer to prepare and deliver to the Parish by way of an oral or written report at both services, and by way of circulating the reports to the Parish via, e-mail and through the pew leaflet. It should also be published in the *Franciscan Monthly*.

Publishing the Annual Financial Statements and the results of any Audit undertaken

This report should be prepared by and presented at the Annual Vestry Meeting by the Treasurer.

At the Parish Council's discretion, these Annual Financial Statements, should be summarised and circulated to the Parish via e-mail and via an insert into the pew leaflet, and the *Franciscan Monthly*

A copy of the Annual Financial Statements should be available to any interested Parishioner from the Parish Office.

ST FRANCIS OF ASSISI ANGLICAN PARISH, WATERKLOOF– COMMUNICATIONS POLICY AND GUIDELINES

Guidelines on Communicating Parish Administrative Matters

All members of St. Francis of Assisi Parish are entitled to know the details of the administration of the Parish to which they belong, except such matters as are, by law or diocesan edict, deemed confidential.

The provision of information regarding the administration of the Parish shall include, but not be limited to:-

Summary of each Council meeting

Effective communications provides Parishioners with information that is of mutual interest. This should be published in The *Franciscan Monthly* and be published on the website. The summary may also be sent via email to Parishioners.. This should be the responsibility of one of the members of the Communications Committee who attended the Parish Council Meeting. Any matter that may be of a sensitive or confidential nature should NOT be put out in the public domain. The “if in doubt, don’t publish” principle should apply.

Summary of any meeting of the Wardens or any “Executive Committee”

This should be published in both the *Franciscan Monthly* and the Parish website. The summary may also be sent via email to Parishioners. This should be the responsibility of one of the Church Wardens who attended the meeting.. Any matter that may be of a sensitive or confidential nature should NOT be put out in the public domain. The “if in doubt, don’t publish” principle should apply.

Summary of any meeting of the Vestry

This should be published in The *Franciscan Monthly* and be published on the website. The summary may also be sent via email to Parishioners.. This should be the responsibility of one of the Church Wardens who attended the meetings

Directory of Parish Committees and subcommittees

There is need to have a directory of the various committees and sub-committees of the Parish Council including contact details..This should be published as widely as possible:-

- On the website
- Regularly in the *Franciscan Monthly*
- On the notice boards around the Parish Centre and in the Youth Centre
- From time to time these should be brought to the attention of the Parish during the notices on a Sunday morning.

Where possible, from time to time, the Co-ordinators of these committees and sub-committees should publish a brief article in the *Franciscan Monthly* and on the website.

Guidelines on Communicating Parish Ministries and Outreach Activities

An important aspect of life at St Francis is the opportunity to engage in a variety of outreach projects, ministries and activities including those community-based activities that contribute to the general well-being of all. These activities may generally be described as those taking place within, as well as outside the Parish universe, but which have the objective of the betterment of the overall community of persons living within the Parish or Diocese.

The Communications Committee should encourage the publication and dissemination of information such as :-

Details of the various Outreach Projects that are active within the Parish. (such as Tumelong, Wellness Clinic)

ST FRANCIS OF ASSISI ANGLICAN PARISH, WATERKLOOF– POLICY AND GUIDELINES

Details of the various Ministry Groups that are active within the Parish. (such as House Groups, Intercessors Prayer, Contemplative Prayer Group, Soup Kitchen etc)

Details of Social activities(such as Parish Picnics, social functions)

The various Outreach Projects and Ministry Groups should be encouraged to inform and promote their activities using the Communications Committee as a channel, and provide regular feed back if the Ministry is of an on-going nature (such as Fill-a-bag etc)

Co-ordinators of activities should be encouraged to:-

- Publish detailed Advance Notices regarding the activity.
- Publish feed back reports once the activity has occurred

All avenues and media should be utilised, under the guidance of the Communications Committee, SCRIBE, the website administrators, and the Parish Office.

Medium of Communication

Such avenues could be one or more of (whichever is appropriate)

- The Pew Leaflet
- The What's App group
- The *Franciscan Monthly*
- The Face Book page
- The website
- Verbal announcements at the Sunday Services
- Notice Boards
- The TV screen in Café Cloister

Authorisation

Nothing shall be published in any media without the approval and permission of the Priest-in-Charge or the Rector who is the accounting officer for the Parish to the Diocesan Bishop

Reporting

The Communications Committee shall provide an annual report on the implementation of the Communication Guidelines to Council, which report shall be published as provided in Clause 2. of the Communications Policy

Review

This Communications Guidelines shall be reviewed on a bi-annual basis in order to maintain their applicability and sustainability.

APPENDIX 1

Composition and Mandate of the Communications Committee

The Communications Committee is a sub-committee of the St Francis of Assisi Parish Council. It exists to advise Parish Council on all matters which are related to Parish Communications. While it may formulate policies and guidelines, it does not have the authority to adopt and implement these as this is the prerogative of Parish Council. The composition of the current (2017) Communications Committee is as follows:

- Councillor Rob Lewis (*Team Leader*)
- Councillor Vincent Taylor
- Councillor James Aiello, and
- Councillor Antony Jongwe

The Committee has power to co-opt into its structure any individual who is not a member of Parish Council who is deemed to have certain skills and expertise which advance its work. To that effect, the following individuals have been co-opted into the current Communications Committee to assist in with Website Development and Content:

- Dana Mahan
- Jill Daugherty

The Communications Committee does its work through routine planning meetings interspersed within key Parish events such as Parish Council Meetings, Vestry Meetings and Special Events. This enables the Communications Committee to discuss key issues pertaining to these events. The outputs of these planning meetings are primarily intended for the attention of Parish Council, and in some instances, the Parish Executive Committee.

Copyright: St Francis of Assisi Anglican Parish, Waterkloof. Pretoria (2017)

Communications Policy Developed by: Councillor James Aiello

Communications Policy Reviewed by: Councillors Rob Lewis, Vincent Taylor and Antony Jongwe

Communications Guidelines Developed by: Councillor Rob Lewis

Communications Guidelines Reviewed by: Councillors James Aiello, Vincent Taylor and Antony Jongwe

Website Content: Dana Mahan and Jill Daugherty

Editorial: Councillor Antony Jongwe

Page Layout and Design: Councillor Antony Jongwe

Desktop Publishing: Councillor Antony Jongwe