

ST FRANCIS OF ASSISI ANGLICAN PARISH, WATERKLOOF– DRAFT COMMUNICATIONS GUIDELINES

Preamble

The Communications Guidelines have been drafted in conjunction with the Communications Policy– adopted by the Parish Council in June 2017. The Policy established what the Parish Council undertook to publish, whilst these guidelines have been prepared to establish the mechanisms through which the Parish Council will communicate to the Parish and elsewhere.

Introduction

The 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.

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 Communications Committee is as follows:

- Councillor Rob Lewis
- 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 individual has been coopted into the current Communications Committee to assist in with Website Development:

- Dana Mahan

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.

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 Parish Communications

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.

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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.

Communicating Administration 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:-

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- 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.

Communicating 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)

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

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“Gate Keeper”

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

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