

UPC MINISTRY TEAM GUIDELINES – Communications

The purpose of the **Communications Committee** is to proclaim good news about our piece of the Kingdom of God by informing the congregation and community about the current events at UPC.

The Communications Team primarily expresses UPC's identity as a:
Congregation Connecting to Campus and Community

The Communications Ministry is responsible for:

- Monthly newsletter
- Weekly Update e-mails
- Weekly bulletin inserts
- Hallway bulletin boards
- External marquee boxes
- UPC Website
- Database management
- Church Directory
- Social media presence
- Developing informational pieces for:
 - visitors
 - new members
 - seasonal program offerings
- Promotional materials for programs and events at UPC
- Production of media or videos as requested for projects, programs, events
- Designing and determining placement of internal and external signage (signage will be installed and maintained by the Building and Grounds team)
- Devising and supporting methods for inter-committee communication and for coordination between Sessional committees and Deacons

Sub-teams or task forces of the Communications Ministry include:

- Website
- Hallway communications
 - Bulletin boards
 - Any future hallway screens