

**Zion Lutheran Church**  
**Communications Committee**

**TERMS OF REFERENCE**

**PURPOSE:** The Zion Lutheran Church Communications Committee will function according to the following mandate:

- Oversee the church website and ensure up-to-date information is posted
- Recommend and oversee the implementation and use of virtual services and meeting platforms
- Implement a registration process to track attendance at in person and virtual events
- Communicate key messages from Congregational Council meetings and recommend communication mediums to maximize the message
- Communicate key financial updates to the congregation following Council approval
- Bring to Council any communications received and recommend response

**VALUES:** The Zion Lutheran Church Communications Committee will operate within the following value system:

- communicate in a respectful, open and honest manner built on transparency to membership
- solution focused in planning and communications
- respect and maintain confidentiality of sensitive information
- proactive in meeting the needs of the Council and congregation
- coordinate the use of resources in the most efficient and effective manner possible
- follow-through on commitments to each other, to Council, and to the Congregation

**MEMBERSHIP:**

- An elected member of Council shall be the Chairperson of the Communications Committee (Jeff Arndt)
- A minimum of 2 and a maximum of 3 congregational members, with an interest and working knowledge of information management or communications, shall be appointed through an Expression of Interest, selection and motion of appointment by Council.
- The Congregational Chairperson shall be an ex-officio member of each Committee.
- The Pastor shall function in an advisory capacity to each committee.

**TERM:**

- The Chairperson will follow his/her term of office on Council.

- All terms of appointment shall be for one year.
- Appointees are eligible for re-appointment up to \_\_ consecutive terms.

**MEETINGS:** The Zion Lutheran Church Communications Committee will meet at least quarterly at a set date and time at a location to be determined.

- The Chairperson shall be responsible for calling meetings and providing an agenda.
- Notice will be sent to all Communications Committee members and applicable staff 3 days in advance of meeting via text or email.
- A Secretary will be selected from within the Committee who will be responsible for taking minutes, having them typed and distributing to Committee members and Council.
- Virtual meetings and teleconference meetings are acceptable.

**ACCOUNTABILITIES:** The Zion Lutheran Church Communications Committee is accountable to Congregational Council and will provide minutes of meetings to Council and an annual report to the Congregation.

Endorsed:

DRAFT