

Parish Council Communication Policy



Adoption Date 25 Aug 2016
Last Review 23 Mar 2017
Next Review 2018
Revision Number 2

1 REVIEW POLICY

The Communication Policy is to be reviewed every year when Parish Council (PC) is elected.

2 CIRCULATION

Public.

3 PURPOSE

The purpose of this policy is to structure the way by which Parish Council communicates with the church congregations and the means for members to bring matters to attention.

4 CONTENT

4.1 Why have a communication policy?

4.1.1 Clarity

It is important that a clear and consistent message about the decisions of the Parish Council is given to the members of the parish.

4.1.2 Ownership

Regular communication enables the members to have adequate ownership of the directions set by Parish Council.

4.1.3 Accountability

Parish Council strives to make decision for the good of the Church on whose behalf it leads. Making members aware of those decisions and reasons for them enhances accountability for godly governance.

4.1.4 Approachability

There needs to be a clear mechanism whereby governance issues arising from members of the parish are communicated to the Parish Council.

4.2 How Parish Council communicates with congregations

4.2.1 A regular agenda item will be **Communication to Members**. Here Parish Council agrees as to what significant decisions will be made known to the parish. The monthly statement will be delegated to a member of the Parish Council for circulation and approval after the meeting.

4.2.2 A decision is made regarding the persons to deliver the minuted statement to each congregation immediately following the meeting.

4.2.3 At staff discretion such communication can be followed up in the weekly bulletin, emails or congregational announcements.

4.2.4 At regular intervals Parish Council may approve a more extensive and celebratory communication by way of any appropriate media to be presented at each congregation where appropriate.

4.3 How members communicate with the Parish Council

It is expected that members will be communicating with staff regarding various concerns. Some of these concerns will be operational and/or pastoral. Some, however, will concern governance and these will be made known to the Parish Council by the Senior Minister.

Members may also write directly to Parish Council pertaining to governance issues. Such correspondence will be responded to in writing.

Parish Council will also be proactive in seeking input from parish members from time to time through such strategies as focus groups, survey, and communication cards etc.

5 REVISION AND REVIEW HISTORY

Revision Number	Date	Changes/Comments
1	25 Aug 2016	Initial release
2	23 Mar 2017	Reviewed without change