

Communications Team

## Terms of Reference

### **Aim**

To review all methods of communication, internal and external, and to make proposals for improvement to the PCC in November 2016.

### **Membership**

Rachel Archer, Ruth Peet (facilitator), Liz Sykes and Elaine Wakefield.

### **Frequency of meetings**

Once a month.

### **Responsibilities**

To review St. Mary's internal and external communication, i.e. including communication associated with the website, social media, church magazine, pew paper, notices, advertising, branding, ministry planning, rotas, calendar, meeting minutes, opportunities for feedback, information displayed inside and outside the church and Church House, communication with the wider community and any other aspect of communication identified.

To research alternative methods of communication as deemed necessary and beneficial.

To make proposals to the PCC for improving communication for the benefit of all church members and groups, and the wider community.

To agree with the PCC any future role of the Communications Group.

### **Financial responsibilities**

None at present.