

Communication Team Meeting Minute 20/08/24

Team Purpose:

“Supporting the congregation’s purpose and the work of the Kirk Session teams by facilitating effective communication internally within the Church family and externally with the local community. Through publications, streaming and online channels, we endeavour to inform, engage and encourage faith in Jesus and participation in the activities of our church family.”

1. Welcome and apologies
2. Actions from last meeting
3. Updates on:
 - a. Sunday news sheet (Heather)
 - b. Service Streaming (Scott/Neil)
 - c. Service CD/DVD production (Neil)
 - d. Sermon uploads (James)
 - e. Podcast (Neil/James)
 - f. Website (Doug/Neil)
 - g. Social media (James)
 - h. Google Calendar (Jim)
 - i. Lets (Jim)
 - j. Connect / Communion Card (Scott/Margaret)
 - k. Easter/Christmas cards (Jean)
 - l. Welcome Pack (Jean)
 - m. Notice boards (Alan)
 - n. External Notice Board and banners (Fiona)
 - o. Banners at front (Scott)
 - p. Office Tech (Neil)
 - q. Church e mail accounts
4. Union Planning Exercise
5. Any other matters
6. Date of next meeting
7. Close with prayer

1. Welcome/Apologies

Present:

James Falconer (Convener), Jean Meek, Margaret Sim, Jim Dick, Heather O'Neill, Neil Matheson, Karen Fulton and Mike Ferguson

Apologies:

Alan MacFarlane, Fiona Kantzidis, Scott Burton & Drew Robertson

James opened the meeting and welcomed Mike Ferguson who joined us as Mike has a strong communications background. James then read from Philippians ch2 v 1 - 4 verses. Followed then by prayer.

2. Actions

The action list was reviewed. Please see attached below

3. Updates

a) Sunday news sheet (Heather)

- Nothing to report with the Newsheet.
- There have been a couple of issues lately with the printer which were quickly overcome. Thanks to Alan and Jean for their help.
- Thanks to Neil for supporting the work of the newsheet when Heather was on holiday.

b) Service Streaming (Scott/Neil)

- Continues much as before. Occasional issues on the A/V machine in the sanctuary, but mostly solid.
- Jamie McIntosh has joined the team of operators. We are in the process of scheduling a rota for operating at services over the next few months.
- Started training Ewan Norton in the setup steps in ProPresenter.
- Some stats on streams since the last meeting (30/4/24):
 - 880 views and 15 new subscribers (in the equivalent period in 2023, 2673 views and 5 subscribers)
 - Most viewed video was the General Election hustings (250 views)
 - Services receiving 100 - 160 views. Prayer meeting mostly in the 30s, but ranges between approx. 20 and 50.

c) Service CD/DVD production (Neil)

- Somewhat behind with these but catching up. Still looking for help.

d) Sermon Uploads (James)

- Back-log (due to holidays etc.) of summer services has been caught-up on. Possibly get extra support for Summer in future.

e) Podcast (Neil/James)

- As per sermon uploads - back-log of summer services now resolved.

f) 6. Website (/Neil)

- New Governance section uploaded with pics and names, policies, minutes.
- Continuing to adjust homepage to tie in with sermon series.
- Proof of concept developed for Discipleship Team for a new feature to allow people to recommend resources: <http://www.brightonschurch.org.uk/resources>
- Issues with analytics continue, unfortunately (currently reporting twice as many users from Ireland as from the UK, for example, which seems unlikely and acknowledging a number of "anomalies" in the collected data)
- Video tour still to be updated
- Purchased new Domain (upperbraes.org.uk)

- g) Social Media (James)
 - Continues as per usual. No changes to report.
- h) Google Calendar & Lets (Jim)
 - Prospects Across Scotland Annual Get together and AGM Saturday 26th October has requested significant IT support.
 - AV for get together in sanctuary
 - Get-together to be recorded (but not live streamed)
 - AGM to be held on zoom
 - James to confirm resource availability and Ivy to liaise with Neil direct.
- i) Connect/Communion Card (Margaret / Scott)
 - Communion card ready for distribution.
 - Connect Winter edition
 - 13th October is the last date for submission of articles.
 - Ready for distribution 17th November.
 - Notice will go in newsletter for items for Winter Connect.
 - Will be Upper Braes-wide magazine - Margaret to progress with usual contacts in other congregation.
- j) Easter / Christmas Cards (Jean)
 - Nothing to report.
- k) Welcome Pack
 - Plan to have new (Upper Braes) Welcome Pack available for 01 November
 - James and Jean to coordinate timeline and inputs
- l) Notice boards (Alan)
 - Been maintained and removed out of date material.
 - Roy Graham has suggested use of part of main noticeboard in Foyer to advise current events. Agreed this was a good idea.
- m) External Notice Board and banners (Fiona)
 - No update.
- n) Banners at Front (Scott)
 - New ones sourced for summer services after some initial confusion on week 1 about service times.
- o) Office Tech
 - The current 5-year lease photocopier contract with Konica will end in mid- December and also a finance issue. Alan has agreed to look into this
 - There are issues with OneDrive on this machine. It's an issue that's been known to Microsoft for some time, but for which they don't have a solution.
 - We have a plan to implement an alternative setup but this will take some time - the migration will likely tie in with other changes we make as we prepare to enter the union.
 - Richard McManus cleaned up credentials stored on the machine and licensing for the applications on the office computer.
 - Space cleared on backup NAS device.
- p) Emails (Info@ & Communications @)
 - No issues.

4. Union Planning Exercise

After all updates we then moved onto a Union Planning exercise as the congregational vote will take place Sunday 25th August. With the plan that Union will commence 1st November.

We each took time to consider all activities that would need immediate action, activities that need to be done within the first one-three months, followed by more long term ie.12 months plus.

Logo is the first thing that will need to be looked at. Communications team to work on shortlist which will allow Scott to take to Kirk Sessions with the hope to be able to invite congregations to be involved by end of September.

Plan would also be to have a single Upper Braes Christmas Card.

A summary of the exercise is attached Appendix 2.

5. AOCB

None.

6. Date of Next Meeting

Tuesday 8th October, which will be a Zoom meeting at the earlier time of **7.30 pm**

7. Meeting closed with the Grace.

APPENDIX 1: Comms Team Actions 20/08/24

No.	ACTION	WHO	Status
1	A list of organisations to be added beside the "who's who" pictures	Judith	Still ongoing
2	Continue to liaise with groups about updating the internal hall boards	Doug	James will catch up with Doug
3	Update video tour of website	Scott	This will happen in due course
4	Get help to catch up with DVD backlog	Neil	Still Ongoing
5	Add search function to website	Neil	In progress
6	Change noticeboard in foyer from hardwood to cork. Speak to Property committee	James	
7	Jean to send copy of welcome pack to James who will speak to Shieldhill, Muiravonside & Slamannan	Jean/James	
8	Photocopier contract up for renewal. Alan agreed to look into this.	Alan	
9	Union Planning exercise - James will make sense of this & document	James	
10	Prospects Across Scotland Annual Get together IT help required. Ivy can contact Neil	Neil	
11	James to send timeline to Jean to assist with changes to Welcome Pack	James	

APPENDIX 2: Union Planning

Summary of the brainstorming exercise with the primary aim of identifying activities that need to be completed by 1st November (ie. for inauguration of the Union). Recognising that longer-term issues need discussion and agreement at new Kirk Session.

Comms area: WORSHIP SUPPORT: Sunday newssheet; Service streaming; Service CD/DVD; Sermon uploads/podcasts		
Timeline: 0	1-3 months	3-12 months
<ul style="list-style-type: none"> • Joint newssheet (both worship centres and parish-wide news) same news different OoS • Printing and distribution at SLMC? Contact at Slamannan required 	<ul style="list-style-type: none"> • Podcast and sermons from both centres – certainly audio recording at SLMC • CD/DVD from both centres? 	<ul style="list-style-type: none"> • Streaming from SLMC

Comms area: TECH & MEDIA: Website/domain; Social media platforms; Google Calendar; Lets; Office tech; e mails		
Timeline: 0	1-3 months	3-12 months
<ul style="list-style-type: none"> • At least 'basic' website – upperbraes.org.uk • Info@ e mail for UBPC – internal link redirects as necessary • BPC Social media accounts renamed (consider continuation with X) • Governance page updated (inc. policies reviewed) • OoS/Newssheet for both centres on website • Google Calendar – one calendar; distinguish between centres 	<ul style="list-style-type: none"> • New e mail addresses • Partner websites – inform of new URL • URL redirects • Sound desk(s)/loop systems 	<ul style="list-style-type: none"> • Office tech at SLMC with technical assistance & support

Comms area: BRANDING & DOCUMENTATION: Building names; Logo; Connect magazine; Communion card; Eater/Christmas cards; Welcome pack; Noticeboards (internal & external); Banners (internal & external)		
Timeline: 0	1-3 months	3-12 months
<ul style="list-style-type: none"> • 'Upper Braes Parish Church' • Brightons Worship Centre; Slamannan Worship Centre? Brightons Mission Centre; Slamannan Mission Centre? (other options) • Upper Braes Welcome Pack: <ul style="list-style-type: none"> • for inauguration 01Nov • define on-going activities in each legacy congregation • SLMC contacts defined • Logo agreed and available • Branding guidelines 	<ul style="list-style-type: none"> • Joint Communion Card (services in both centres) • Single Christmas Card (activities/services in both centres) • Who's who board(s) updated • Consolidate internal and external notices both centres • Updated external noticeboards at Shieldhill and Muiravonside 	