

Communication Team Meeting Minute 08/10/24

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. Any other matters
5. Date of next meeting
6. Close with prayer

1. Welcome/Apologies

Present:

James Falconer (Convener), Jean Meek, Margaret Sim, Drew Robertson, Heather O'Neill, Neil Matheson and Karen Fulton

Apologies:

Alan MacFarlane, Jim Dick, Scott Burton & Mike Ferguson

James opened the meeting and discussed that we were primarily preparing for the Union. James then read from John ch15 v's 4 & 5. Followed then by prayer.

2. Actions

The action list was reviewed. Please see attached below

3. Updates

a) Sunday news sheet (Heather)

- All running smoothly at present and very busy.
- Considering ideas for provision of Newsheet at Slamannan Ministry Centre.
- James will touchbase with Scott on this.

b) Service Streaming (Scott/Neil)

- In terms of union will need to rebadge you tube and thankfully URL will follow.

c) Service CD/DVD production (Neil)

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

d) Sermon Uploads (James)

- All Holy Spirit series now uploaded part from the last one (Sunday 6th October)

e) Podcast (Neil/James)

- As per above.

f) 6. Website (/Neil)

- New URL upperbraes.org.uk is holding site at present with upperbraes.org.uk/2 prepared as further update
- Updating and rebranding main site
- Rebranding will be done in one swoop at the end.
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g) Social Media (James)

- We have closed X account (formerly twitter) account as we feel it is not an appropriate social media platform
- Running a series of Union update posts during October.
- Social media account to be renamed (UBPC) in due course.

h) Google Calendar & Lets (Jim)

- Consideration being given to addition of Slamannan Worship Centre - Scott has been working on this.
- No Update on Lets

i) Connect/Communion Card (Margaret / Scott)

- First UBPC issue in hand.
- Deadline for articles this Sunday 13th October.
- Neil agreed to reset e mail password for Margaret

- j) Easter / Christmas Cards (Jean)
 - Christmas card proposals voted on and agreed.
 - Scott will obtain numbers for Jean to order and get addresses.
 - Jean stated that will need to rethink back of prison card
 - Will be ready for 19th November
- k) Welcome Pack
 - Jean has done a lot of work on an updated welcome pack.
 - Jean sent out final pack which looks great – James to circulate to Comms Team
 - A big thanks to Jean and Scott for all their hard work on this.
- l) Notice boards (Alan)
 - Rejigged and tidied up. James thanked Alan on our behalf.
- m) External Notice Board and banners (Fiona)
 - Wording for noticeboards at Muiravonside and Shieldhill agreed.
 - Property Team have updates to noticeboards in hand.
- n) Banners at Front (Scott)
 - Updated banners being considered (Scott with Roy Graham.
- o) Office Tech
 - Nothing to report.
- p) Emails (Info@ & Communications @)
 - Emails addresses to be updated in due course.
 - Unfortunately will be costly through Microsoft
 - There will be consolidation of email accounts. Neil has this in hand.

4. AOCB

New Letter head template to be created for the UBPC to include new logo. James agreed to do this.

Retained church buildings at Brightons and Slamannan will be called *Brightons Ministry Centre* and *Slamannan Ministry Centre*.

Volunteers card - James will send this round for us all to give a quick review on before going to printers on Friday this week

James confirmed that Scottish Charity Number for UBPC will be the number currently for BPC.

5. Date of Next Meeting

Tuesday 14th January 2025, which will be a Zoom meeting at the earlier time of **7.30 pm**

6. James closed meeting in prayer.

APPENDIX 1: Comms Team Actions 20/08/24

No.	ACTION	WHO	Status
1	Update video tour of website	Scott	This will happen in due course
2	Get help to catch up with DVD backlog	Neil	Still Ongoing
3	Add search function to website	Neil	In progress
4	Change noticeboard in foyer from hardwood to cork. Speak to Property committee	James	James has spoken to property team and will prompt them.
5	Photocopier contract up for renewal. Alan agreed to look into this.	Alan	Still Ongoing
6	Prospects Across Scotland Annual Get together IT help required. Ivy can contact Neil	Neil	In hand already for this on 26th October thanks to Neil.
7	Newssheet at Slamannan Ministry Centre	James / Heather	James will touch base with Scott on this
8	Zoom or audio at Slamannan Ministry Centre	James	James will touch base with Scott on this.
9	Google calendar consideration is being given to addition of Slamannan	Scott / James	James will discuss this with Scott
10	Change Letter head template with new Logo	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 	
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