

Our Lady of the Assumption Communications Committee Charter As of June 18, 2009

The charter documents the scope and authority of the Communications Committee within the Parish Renewal process. It documents a common understanding of important elements for the committee's success. This is particularly important as committee membership changes. In addition, it provides an "agreed-to" understanding of expectations between the Communications Committee and the Renewal Steering Committee, the Parish Council, and Parish Pastor.

Vision	A well-informed and engaged parish community.
Mission	To develop and implement a Communication model that effectively informs Our Lady of the Assumption (OLA) parish community.
Guiding Principles:	<p>The following reflect how the communication committee supports the Church's mission and how we can live out our Baptismal mission (to be priest, prophet and king.)¹:</p> <ul style="list-style-type: none"> • Effective communication supports building relationships for an engaged parish community. (priest function) • Effective communication seeks the telling of honest, reliable information. (prophet function) • Effective communication extends information to those who may be lost or left out of the inner communication circle; thereby stimulating a more inclusive parish environment. (king function)
In Scope	<ul style="list-style-type: none"> • Creating/maintaining a communication model to support the parish and school communication needs. • Creating/maintaining adopted parish/school communication delivery mechanisms, e.g. website, parish bulletin, etc. • Creating/maintaining processes parish ministries/groups/organizations will follow to use the adopted parish/school communication delivery mechanisms. • Creating/maintaining performance measurements to ensure the viability of the communication model.
Out of Scope	<ul style="list-style-type: none"> • Creating/maintaining a communication model to support the OLA school-to-parent communication needs (e.g. school bulletin). • Developing communication content for individual parish ministries/groups/organizations.
Goals and Strategies:	<ul style="list-style-type: none"> • To be included when defined
Governance:	<ul style="list-style-type: none"> • The committee reports to the Pastor and Parish Council via the

¹ The June 26, 2008 Parish Renewal Retreat meeting included a presentation by Sister Pearle reminding attendees of our Baptismal promise and to think about how we can live up to our promises in our various committee efforts. The charter's guiding principles are based on the Communication Committee's response to the retreat presentation.

Communication and Reporting	<p>Renewal Steering Committee.</p> <ul style="list-style-type: none"> • The committee co-chairs report the status of committee activities to the Renewal Steering Committee. • The committee reports performance measurement feedback and any changes to the communication processes or delivery methods to the entities identified above as well as parish ministries/groups/organizations.
Governance: Approvals	<ul style="list-style-type: none"> • The committee obtains guidance and approval for committee activities from the Renewal Steering Committee. • For any committee effort that requires an expenditure of parish funds, the committee will present a business case with estimated costs to the Parish Council and Pastor via the Parish Finance Committee for approval before any commitments are made.
Resources:	<p>The committee intends to leverage the OLA Communication Plan prepared by David Mark for the Catholic School Advisory Commission (CSAC).</p>
Constraints:	<ul style="list-style-type: none"> • Current parish copier/printing capability is limited and unreliable.
Assumptions:	<ul style="list-style-type: none"> • The committee will be able to cost justify and obtain reliable and cost efficient printing resources.
Charter Changes:	<p>Any committee member may propose changes to this charter. It must be updated to record new information or to update existing information.</p>
Decision-Making Process:	<p>Committee decisions and charter changes are made by a consensus of committee members present. Consensus means that when an idea, topic, change, or recommendation is presented for a decision, all members have the opportunity and responsibility to participate in the discussion of the item under review. Any member can summarize the discussion and recommend a consensus decision to which all other members in attendance will assent or propose further discussion. Repeat until consensus is attained or co-chairs propose a decision that all committee members can support.</p>
Committee Expectations and Duties:	<ul style="list-style-type: none"> • The committee shall meet on a regular basis. At any meeting held for the purpose of transacting business, decisions on issues raised, conduct of tasks and activities, etc. will be made by consensus of those in attendance. These decisions will be recorded in the meeting record and distributed via email to all committee members. It is the responsibility of each committee member to review the meeting record and provide feedback on decisions made as recorded if there are any concerns or questions. It is important that each committee member is heard as the individual's input is valued. • Individual roles and responsibilities will be identified as specific efforts are determined.

Committee members:	
Co-chairs	Carmy Baca and Kelly Smith
Members	Stu Fretz, Linda Johnson, Duane Johnson, Pat Walsh, David Mark, Bob Kay, Dee Smith
Resources	Webmaster – Casey Martin School website - Cathy Rutledge Parish website – Kathleen Chambers Parish Bulletin – Donna Eaddy Parish Calendar – Joan Cotton
Glossary:	
Communication Model	A visual diagram that illustrates the parish/school communication components.
Communication Delivery Mechanisms	A method by which parish/school communications are delivered. Examples include: website, parish/school bulletins, email blasts, announcements at Mass, bulletin boards, posters and banners, etc.