

Communications Committee

Responsible to: Minister

The Communications Committee works with the Minister and Office Administrator to advise staff on internal communications with the congregation (the e-newsletter, website, social media pages) and with the Key Ministry Committees to plan public relations activities for UUFH events open to the general community. The chair of the committee will participate in the redo of the UUFH website and any rebranding efforts. Ministry key committee chairs can request that the communication committee prepare press releases, posters, and other outreach to notify the community of upcoming UUFH events or services. Press releases for UUFH are to be approved in advance by the minister or the Board chair or both. The communications committee will offer suggestions on UUFH print materials (brochures, flyers, pamphlets) and may initiate discussions with key committees about materials that need to be updated or developed. The committee will meet as needed but will focus on tasks rather than meetings. The Committee will submit its proposed plan and budget to the minister in the winter/spring as requested.

Work with: Minister

Office Administrator

Ministry Key Committee Chairs or delegates for event promotion

Board approval ___X___, Date___9/19/23___