

Unitarian Universalist Congregation of South County

**Communications Committee**

UUCSC Communications Committee Mission:

**To increase overall awareness of the congregation throughout South County, and beyond**

UUCSC Communications Committee Purpose:

The purpose of the Communications Committee is to manage and support the internal and external communications of information and events for the UUCSC community. Currently the Communication Committee supports our website, Facebook page, weekly eNews (using Constant Contact), monthly newsletter, online directory of members and friends of the congregation, and outreach publicity to local newspapers, and other news media. Each member of the committee is actively involved in the support of one or more of these communication methods. The Communication Committee meets on an as-needed basis and coordinates regularly through electronic means. The Communication Committee also coordinates with staff members.

UUCSC Communication Committee Chair Job Description:

The job of the chair is to coordinate members to perform tasks relating to internal and external communications for the congregation, and review tasks as necessary; to solicit feedback and new ideas from the committee and congregation members; to ask other congregation members to do additional tasks as needed; to coordinate communications functions with UUCSC minister and office manager

Communication Chair tasks include (but are not limited to) the following:

- Supporting the work of the Newsletter Editor

- Supporting the work of the eNews editor

- Establishing a process for press releases

- Coordinating monthly service announcements to South County papers with office manager.

- Establish and utilize protocols for communicating with event & committee chairs regarding publicity.

- Maintain communication with webmaster to ensure website information is correct & up to date. Review site with Communications team regularly.

- Attend bi-monthly Coordinating Council meetings. Submit bi-monthly reports to the Coordinating Council

- Coordinate & update photos of events, special programs, services, members of the congregation working together, etc.

- Explore additional media for communication and publicity. paid ads in other appropriate publications; PSAs; television coverage; digital newspaper sites, etc.