

**St. Mark Catholic Church**  
Huntersville, NC

# Communications Commission

## MISSION STATEMENT

The Communications Commission seeks to craft, organize, and disseminate information about St. Mark events and activities to all parishioners and the surrounding community as appropriate.

# Operating Procedures

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## Article I: Purpose of Communication Commission

1. **Identify communication needs within the parish and implement processes and procedures to facilitate needs and requirements.**
2. **Communicate to the Parish and Pastoral Council regarding communication processes and requests.**
3. **Provide input, feedback and support when requested by the Pastoral Council, Staff or Pastor.**

## Article II: Membership

**Section 1: The Communication Commission shall consist of members of the parish who wish to assist with the communication process and possess the necessary skill set to do so.**

**Section 2: Members will serve a three year term.**

## Article III: Nomination and Selection of Members

**Section 1: Members shall serve on a staggered term to provide continuity as new members are introduced.**

**Section 2: The Communications Commission will solicit participation to fill upcoming vacancies.**

**Section 3: To petition for volunteers, the chairperson will manage all aspects of the recruitment process including:**

**a) Communication to Parishioners: Parishioners are educated about the Communications Commission through the bulletin and interest forms. Potential members are asked to give prayerful consideration to contributing their time and talents to the Commission.**

**b) Nomination: Interested parishioners can self nominate by contacting the Chairperson of the Communications Commission.**

**d) Acceptance: Those who feel called to serve as Commission members should attend the Commissions meeting for an overview of the roles and responsibilities of the open position(s) and acceptance by the Communications Commission.**

#### *Article IV: VACANCIES AND REMOVALS*

**Section 1: Any member of the Commission may resign by filing a written resignation with the chairperson.**

**Section 2: Any member may be removed for good cause. Good cause includes, but is not limited to missing two consecutive meetings without good reason, physical or mental incapacity, or failure to perform duties as a Commission member.**

**Section 3: An unplanned vacancy among the members shall be filled by the chairperson.**

#### **Article V: OFFICERS**

**Section 1: At the transition meeting following the selection of Commission members, newly selected members join the existing Commission for the purpose of selecting Officers for the following year.**

**Section 2: The Vice-Chairperson will succeed to the office of Chairperson. Selection of the new Vice-Chairperson shall be by majority election from among active Commission members.**

**Section 3: The Chairperson:**

- 1. Interface with Pastoral Council**
- 2. Interface with Church groups and other commissions to discuss communication avenues**
- 3. Lead develop and communication procedures**
- 4. Prepare and organize monthly commission meetings**
- 5. Manage commission budget**

**Section 4: The Vice-Chairperson:**

- 1. Attend to Chair's duties when the Chair is unavailable.**
- 2. Facilitate coordination of role assignments**
- 3. Present for review communication requests at monthly meeting or via email**
- 4. Organize Commission projects as needed**
- 5. Monitor parish calendar**

**Article VI: MEETINGS**

**Section 1: The Commission's manner of operation and decision making shall be by consensus, including prayerful reflection, gathering of information, dialogue and sharing of conclusions.**

**Section 2: Regular meetings of the Commission shall be held at a time, date and location as determined by Commission members. Prayer shall be an integral part of the meeting.**

**Section 3: The agenda shall be developed in advance of the meeting by the Commission officers based upon overall objectives and outstanding tasks. Commission members should contact the Chairperson for inclusion of agenda items at least 48 hours prior to the scheduled meeting.**

**Section 4: Special Meetings. Notice of special meetings shall be given to all members within a reasonable time before the meeting by the Chairperson, stating the time, place and purpose of the meeting.**

**Section 5: Absence. Notification of intended absence should be given to the Commission Chairperson or Vice-Chairperson before the meeting.**

***Article VII: STANDING COMMITTEES***

**Section 1. Purpose. Each standing committee implements the Commission's priorities and goals in its own areas of responsibility in the collaborative spirit of working together to accomplish the parish's stated mission. All committee work leads to building a faith community, proclaiming the Word of God, calling people to prayer and motivating people to serve others.**

**Section 2. Functions - the basic functions of each standing committee are as follows:**

- 1. Internal Communications Team**
  - a. Develop and maintain a list of internal communication avenues available to customers, including parishioners, other committees and the Pastoral Council**
  - b. Maintain and control internal communication mediums (ie. bulletin boards, etc.)**

- c. **Develop and maintain a process for submitting events/announcements to be reviewed by the Communications Commission for inclusion in the bulletin, website, and Mass announcement**
  - d. **Define and manage internal communication projects, processes and reviews**
- 2. External Communications Team**
- a. **Develop and manage methods of external communications for public events (print, radio, and TV advertisement)**
  - b. **Assist applicable committees, etc. in the development and distribution of external communications**
  - c. **For external communications ensure communication is vetted through appropriate channels**
- 3. Internet Management Team**
- a. **Maintain parish website, including but not limited to:**
    - i. **Upload weekly bulletin to website**
    - ii. **Post communication items to website**
    - iii. **Respond to emails/inquiries about website as needed**
    - iv. **Develop and implement specific web pages as needed**
  - b. **Explore and implement opportunities for additional communication mediums via internet (parish calendar, online forums, etc)**

**Section 3. Committee Officers.** The chairperson of each committee shall be determined by the Chairperson of the Communication Commission, based on competence, leadership ability and knowledge of the committee's area of ministry.

**Article VII: AMENDMENTS TO THE OPERATING PROCEDURES**

**The Commission may, with the pastor's approval, amend the Operating Procedures by consensus of the members at two consecutive meetings of the Commission.**

**Date of Most Recent Amendment: 04/21/2007**

**Date of Next Full Review: 04/21/2008**