

Archdiocese of Saint Paul and Minneapolis

Church of St. Mary of the Lake

POSITION DESCRIPTION

Position title: Communications Committee Member

Date: 5/1/08

Responsible to: Chair of Committee/Parish Administrator/Pastor

Coordinates action with: Staff, other committee members

Works with: Staff, other committee members, parishioners

Purpose of position: The Committee is a consultative body, offering recommendations to the pastor and the Parish Leadership Council. The purpose of the Communications Committee is to oversee the consistent communication of the parish's mission and key messages to its parishioners and the community at large.

Responsibilities: Members are responsible for giving advice and direction in the following areas: overall communication policy and standards; internal communication tools such as the quarterly newsletter, bulletin, and website; external communication tools such as publicity; special projects relating to key messages; corporate identity such as logos.

Qualifications: Members should have expertise in at least one aspect of communication, such as marketing, writing, public relations, graphic design, proofreading, or photography. Members need the ability to meet publication deadlines. Members may be privy to sensitive parish information, so the ability to maintain confidentiality is crucial. Members should be committed and active parish members who will work for the good of the parish as a whole. They should be willing and able to attend committee meetings and do work in support of the parish between meetings.

Amount of Time Required/When/Where: Monthly meeting (2 hours)—days and times will vary. At least 2 hours between meetings as an additional expectation. Meetings are held at the Parish Life Center.

Length of Commitment: Generally, three-year terms; can serve twice for a total of six years.

Training Provided: Orientation given by staff member for new committee member.

