



The Congregational Church of Hollis
Communications Ministry Team



No term limits

The Communications Ministry Team will establish, promote, and maintain church-wide electronic communication activities.

Responsibilities:

- Develop, promote and maintain a fresh, up-to-date and appealing Facebook presence:
 - Private Facebook group for church members and active participants
 - Pictures of church activities
 - Useful files, including weekly announcements and sermons, monthly Chimes newsletters, schedules, permission forms, etc.
 - Event listing, including board/committee meetings, special events, pre-confirmation and confirmation class schedule, etc.
 - Discussion posts and reminders of church activities and special events.
 - Public Facebook page for general public information
 - “About” information, including location, office hours, worship service hours, directions, history, mission and story.
 - Pictures of church activities
 - Event listing of church events open to the general community/public
 - Discussion posts and reminders of church activities and special events.
- Create and update church email addresses that forward to private email addresses
 - For boards and committees (e.g. ceboard@hollischurch.org)
 - For other special purposes (e.g. basketball@hollischurch.org)
 - Update forwarded to email addresses as necessary with turnover
- Provide Chimes and weekly announcement information regarding church communications as necessary
- Maintain the Constant Contact email database
 - Updates from church office of new/added emails
- Create and send two Constant Contact email blasts each month
 - Chimes email at the beginning of each month
 - Mid-month email with reminders, updates, and mid-month-in-review pictures
- Create and maintain the church website with fresh and accurate information and photos
- Create and submit news articles to local newspapers promoting (before) and covering (after) church events.