



Strategic Renovation Team Communications Plan

Purpose: To communicate consistently and with timeliness with the congregation about the renovation work through a variety of mediums.

Weekly SRT Communications

- Brief updates that highlight what is being done will be included in the Weekly Word (will be written by Ministry Architects consultants).
- Occasionally a significant item may warrant its own email.
- 1st draft of the weekly write up will be sent by MA to SRT by 5 pm the Tuesday before
- SRT to read and give edits by 10 am on Wed (next day)
- MA will send to Cathy on Wed by 2 pm

Strategic Renovation Update (SRU) Webpage

- The page on the church's website created for the SRT will be updated regularly.
- The focus of this page is to promote the good work that the church is doing to move toward a sustainable, healthier model of operating.
- This page may not contain all the details of the renovation work but will give broad-stroke updates and will be updated at least monthly.
- A link to a "members only" page will be included on the SRU webpage. This will be password protected and will contain more detailed information.

Town Hall Meetings

- Town Hall Meetings will occur on a quarterly basis (approximately Dec 2018, March 2019, June 2019, September 2019, December 2019, March 2020, June 2020, and September 2020).
- These meetings will be announced to the congregation for two Sundays prior to the meeting.
- The meetings will be announced in the Weekly Word and church bulletin.

Verbal Communications

- When appropriate, SRT members will make announcements during the worship service.
- During the renovation process, there will be emails and verbal communication with individuals regarding their involvement in the work that is being done.
- From time to time, moderators of committees will be asked to communicate information to their respective committees.

- Session will receive a monthly update at its monthly meetings reflecting the work that has been recently completed and is currently being worked on. This report will be captured in the session meeting minutes every month.
 - Meets the 2nd Monday of the month
 - Report needs to be submitted the Thursday before the session meeting

“Questions, Comments, and Suggestions” Form

- Online suggestion/email box via the SRU webpage - a link to a google form (being worked on by Jonathan)
- Include the submitter of the form (capture contact information) in the process of moving the suggestion to the next steps
- Questions, comments, and suggestions welcome