

Communication Protocols for Presbytery of the Missouri River Valley (PMRV) Recommended by the Communications Task Force – Adopted 9/20/2022

In November 2021 PMRV approved a vision which included an Administrative Hub, which the Leadership Team stewards. Communications is one aspect of the Hub. In April 2022 the Leadership Team identified a Communications Task Force to explore the current methods of communication and identify potential communication protocols going forward.

- Task Force members
 - Suzanne Gorhau (chair)
 - Carolyn Grice
 - Sarah Dickinson
 - Kathy Moore

Effective and efficient communication is essential in connecting PMRV. This is a work in progress for all of us. With this in mind, the Communications Task Force recommends the following:

- Per the Administrative Hub*, the Leadership Team (LT) has overall responsibility for PMRV communications. In addition, each committee, especially the chair, plays an integral part in understanding and practicing good communications. *Could include in our yearly training.*
- Form a communications committee to serve as creative advisors to the Communications Coordinator.
- Identify a member of the Administrative Team or Moderator Team (or their designee) each year as a communications advisor to the Leadership Team and to serve as a liaison to the Communications Coordinator and the communications committee.
- When determining what is appropriate to communicate through PMRV, use the following guidance:
 1. Information that is provided by the Leadership Team
 2. Information that is provided by committee chairs (or their designee)
 3. If something comes to the Presbytery Office from another source and is not usually communicated, it will be referred to the relevant committee for vetting and approval.
 4. A format will be developed for the Thursday communication platform by the Communications Coordinator with input from the communications committee.

*Detail from Administrative Hub, Communications Section

- Overall strategy, messaging, using of platforms
 - Determine & steward what material is significant to the presbytery's mission with consideration of the overall time, interest, energy & emphasis
 - Figure out which part of PMRV is impacted & entrust/delegate
 - Administrative information sharing.

PMRV's main channels of communication are currently managed separately by three people. After reviewing the current communication vehicles, it seems important to clarify the role of each as follows:

Office & Communications Coordinator (Nicole Geiler) is the communications hub for PMRV, working collaboratively with the Leadership Team and Stated Clerk to get communications out to appropriate audiences. This Coordinator oversees the website and all social media. This person also distributes a periodic email to a Presbytery-wide list which includes a combination of all clergy, congregations, church staff, Presbytery leadership, committee members and volunteers. This email will be the connector for all congregations in the Presbytery and cover news from Presbytery committees and local congregations with an occasional highlight from the Monday

email's national coverage "in case you missed it." The content will evolve from Leadership Team and committee priorities.

Stated Clerk (Pat Shipley) The SC is the emergency contact for PMRV and has discretion, with the Administrative Team, in communicating pastoral concerns and other matters. Should the SC not be available, the next point of contact is the Moderator of Presbytery. The SC is responsible for distributing denominational and procedural materials, guided by Leadership Team priorities. This includes resources relevant to PMRV clergy and clerks of session as well as items that aid in Leadership Team ministry. The SC will establish appropriate points of communication for these purposes and work collaboratively with the Office and Communications Coordinator to ensure all communications get out to appropriate audiences.

Kathleen Keefer has volunteered to distribute a Monday Morning newsletter to people who have signed up for it. This email generally contains national information distributed by PCUSA. The distribution list is a combination of clergy, session members, committee members and interested individuals.