

**Director of Communications Report
District Conference 2017
Pleasant Hill Church of the Brethren
October 6 & 7, 2017**

Its hard to believe it has been an entire year since we last held District Conference. I continue to count this opportunity to serve Southern Ohio and Kentucky as one of my greatest blessings. Much of what I do is repetitive and therefore seems like these reports are the same each year. Monthly bulletin, website, mailings, etc. continue to occupy the biggest part of my time. One of my biggest challenges continues to be the website . . . How to keep it current, consistent, and easy to find what you are looking for. Over the next year, one of my priorities is to simplify and streamline it.

Our new "Together" magazine is also challenging and exciting to think about. I will be working with Wendy McFadden, Messenger editor, and Debbie Noffsinger, a graphic designer as well as our editorial staff which consists of John Sgro, Wendy Noffsinger-Erbaugh, Susan Fitze, Paula Bowser, Ted Foster, Tom Menke, and Dave Shetler. I think this communication piece will be inspirational, informational, and very professional. The electronic newsletter will continue to be sent via email each month and will contain news about upcoming events and opportunities. "Together" will come to the entire data base in the mail as an insert within the denominational publication "The Messenger". Both the "Messenger" staff and our district leadership are excited about how this will promote the "Messenger" as well as share the stories of Southern Ohio/Kentucky District.

The following list of responsibilities was composed last year at District Conference, and continues to make up the duties which I spend my time completing.

Director of Communications Responsibilities

1. Create and maintain District data base to include:
 - ◆ Congregations
 - ◆ Pastors
 - ◆ Other ministers (licensed and ordained)
 - Includes birthdays, licensing dates, ordination dates, other information
 - ◆ Congregational leadership
 - ◆ Age specific ministries (youth, junior high, seniors, etc.)
 - ◆ Disaster ministries
 - ◆ Other volunteers
 - ◆ Gifts Discernment
 - ◆ Donors
 - ◆ District Board members (past and present)
 - ◆ Other District positions
 - ◆ District conference delegates
2. Create regular means of communication including but not limited to:
 - ◆ Website
 - ◆ Electronic newsletter
 - ◆ Bulletin insert for use in congregations
 - ◆ Printable version of newsletter
 - ◆ *Together* magazine inserted into *Messenger* twice yearly
 - ◆ Other special communications (Appeal letters, Save the date card, etc.)
3. Create, update, and maintain website to include, but not be limited to:
 - ◆ District news
 - ◆ Congregational news
 - ◆ Denominational news
 - ◆ Placement updates
 - ◆ Volunteer forms
 - ◆ Registration forms

- ◆ Donor opportunities
- ◆ District Board information
- ◆ District Commission's information
- ◆ Congregational information
- ◆ Current District Directory (contact information for churches, pastors, and leadership)
- ◆ Inspirational materials
- ◆ Educational materials
- ◆ Prayer concerns

4. Create electronic newsletter for periodic distribution to district congregations to include but not be limited to:

- ◆ Denominational, district, and congregational news.
- ◆ Inspirational and educational items
- ◆ Prayer concerns
- ◆ Other items of district interest

5. Maintain District files including congregational and ministerial files, minutes and other records of District Conference, District board, District Commissions and other committees.

- ◆ Complete Ministry Report Forms for Denominational Ministry Office for Ordained and Licensed ministers. Each time a minister moves, changes phone numbers, resigns, retires, begins a new position, one of these forms is completed.
- ◆ Download Minister profiles and make available to congregations who are in the search process as needed.
- ◆ Download congregational files and make available to pastors who are seeking a new position as requested.
- ◆ Keep records of and file certificates of Continuing Education Units for ordained pastors as needed.
- ◆ Send appropriate forms for renewal of licensed ministers yearly.
- ◆ Mail Ministry Cards to each licensed minister yearly.
- ◆ Mailings concerning 5 year ordination process including many reminders
- ◆ Mail out Ordination cards once the process is completed.

6. Attend District Board and Commissions and other committee meetings and assist as deemed helpful by District Executive.

- ◆ Four appeal letters per year for Resource Development commission includes collecting information including photos, writing, and working with volunteers to prepare mailing.
- ◆ Email announcements for Disaster ministry
- ◆ Prepare and mail Save the Date Card for CRC
- ◆

7. Serve as Conference Manager for District Conference

- ◆ Attend Program and Arrangements Meetings
- ◆ Work with host church in making logistical arrangements for conference
Food, volunteers, technology, meeting spaces, lodging, child care,
- ◆ Promote conference to congregations
- ◆ Register delegates including recording and depositing registration fees
- ◆ Register non-delegates
- ◆ Invite organizations who may want to set up a display
- ◆ Register displays
- ◆ Coordinate information for projected slides during conference
- ◆ Post reports to website
- ◆ Printed needed ballots, reports, etc. in preparation for conference
- ◆ Design and print nametags
- ◆ Check delegates and non-delegates at conference
- ◆ Deposit conference offering

8. Receive and route all incoming mail and correspondence.

9. Receive and deposit all donations, registration, fees, and other monies directed to the District with appropriate reporting to District Treasurer.

- ◆ Acknowledge receipt of donations with thank you letters within 24 hours of receipt.
- ◆ Record donation in District data base

- ◆ Scan checks and email to District Treasurer.
- ◆ Prepare deposit and take to the bank

10. Coordinate Communication for District Executive, Director of Camping and Retreats, Volunteer Staff for Donor Development, Volunteer Staff for Professional Growth as requested.

11. Create and maintain the official District Calendar and post on the website.

12. Perform background checks for ministerial credentialing process and as requested by congregations for safe church policies, and other required purposes.

- ◆ Request needed information from person whose background check is being done
- ◆ Request background check on website.
- ◆ Black out confidential information with black marker and return form to applicant or congregation
- ◆ Report back to requesting entity as is appropriate for the situation
- ◆ Report to Elgin that a background check was done and for what purpose.
- ◆ If the background check was performed for a congregation, notify the district treasurer to invoice the appropriate organization or congregation

13. Administrate One Call System with congregations.

14. Serve as Managing Editor for the new district publication.

- ◆ Meet with editorial team to determine themes and content
- ◆ Discuss and assign tasks to the editorial staff.
- ◆ Gather and file content such as pictures, testimonies, etc.
- ◆ Seek out clip art and other elements needed for design
- ◆ Work on layout and design
- ◆ Work with Wendy McFadden to coordinate production schedule
- ◆ Since this is a new publication, it is hard to know exactly what will be involved.

15. Attend Denominational events such as District Administrative Assistant Retreat and Annual Conference as needed.