

**Director of Communications Report**  
**District Conference 2018**  
**Salem Church of the Brethren**  
**October 19 & 20, 2018**

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. This past year I have been working on simplifying and streamlining it, but there is still much to be done.

Our new "Together" magazine has been challenging and exciting. Our editorial staff has met monthly as we plan for both the upcoming issue and future issues. Our goal is to publish inspirational, informational, timeless information in a very professional publication. Upcoming themes include: *Be Present at Our Table, Lord; God Provides; Empowering Rising Generations; Encounters with Christ* to mention just a few ideas. We would like to invite folks to submit original poems, artwork, bible studies, testimonies, or stories of how your church lives out any of these themes, etc.. 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 promotes 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 ballets, 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