

Hope Lutheran Church Nanaimo Policies

Our Mission: To live Christ's teachings and share them with others, nurture and strengthen spiritual growth to embody Christ in the world.

A - 001 Guidelines on Communications

Draft Jan Nilsson May 12, 2003

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1. INTRODUCTION

This document provides general guidelines on communications flow and procedure to be followed at Hope Lutheran Church in Nanaimo.

2. PRINCIPLES

The Hope Lutheran Council is a corporate body. Individual Council members have no individual authority. The Council acts as a group and in the open. Council proceedings and decisions are open to all Church members, except for matters relating to personnel issues.

3. APPLICATIONS AND PRACTICES

3.1. Internal Communication

- a. Any letter to the Congregational Council is to be replied to by Council **within 30 days**.
- b. If the letter is referred to a committee, council will acknowledge receiving the letter before the end of the following week.
- c. The committee shall report back to Council with its findings and the Council will then reply.
- d. Council will retain the original of all letters in its files.
- e. The council will always make every effort to deal in a sensitive way with personal information in a way that minimizes damage to member's reputations and interests.
- f. While item "e" above is an important principle it must be understood that all letters to (or copied to) Council will be considered as public information. Note: Personal information is not public.

3.2. Committees

In accordance with Bylaw 9 Council will:

- a. Approve standing committees.
- b. A member of the Council will be a liaison of each Committee (but not necessarily the chairperson).
- c. Each committee will report to council (usually through its Council member) stating:
 - The objectives of the committee (short- and long-term goals),
 - What has been achieved to date,

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- What the Council can do to assist.
 - Encourage each committee to use a consistent reporting system and forward a copy to the Council and post a copy of the report on the bulletin board.
- d. Where any committee makes a request of Council, Council will respond to that request at the Council's next meeting and communicate that response directly to the committee.

3.3. Council Meetings

Council meetings should use a "Meeting Action Plan" form (**not created yet**) and post it on the bulletin board with the minutes of the meeting.

These action plans should include the following minimum criteria:

- who
- how much (\$)
- when.

The council should acknowledge by card, letter, telephone and at congregational gatherings (worship) the contributions and achievements of members of the congregation.

Verbal requests of congregation members to members of council should, in appropriate circumstances, be treated as requested additions to the next Council agenda.

Council agendas should be posted **one week before scheduled meeting** (remove: ahead of time) on the congregation bulletin board.

4. REFERENCES

Old copy of council policy on communication