



**Communications Committee Agenda
November 3, 2011 6:00 p.m. Meeting
Parish Office Kitchen**

- I. **Communication Prayer: All**
- II. **Approved Minutes from 9/15/2011**
- III. **Attendance:** Christi F., Michelle I., Diane U., Marla K, and Leslie M.
- IV. **Old Business**
 - a. **Ministry Fair Updates:** Diane U. & Marla K. - Very successful received 200 plus Time & Talent forms filled in. Great turnout!
 - b. **Ministry Greeting:** Communications Team greeted at all Masses on November 12 & 13, 2011 in addition to other members of the Parish Life team. **Ministry Greeting Schedule 2012- January 14 & 15, March 10 & 11, May 12 & 13, July 14 & 15, September 8 & 9, and November 10 & 11-** Marla K. - Will make more buttons for Communications Members for Ministry Greeting.
 - c. **Communication Meetings Schedule:** Time 6:00 p.m. - Dates: Thursday, November 3rd, **Thursday, January 12th (Please note this time change as Christi is having foot surgery on 1/16)**, Thursday, March 15th, and Thursday May 17th. - Parish Office – Soup Supper starts at 5:45 p.m.
- V. **New & Ongoing Business**
 - a. **Facebook:** 133 Fans as of 11/3. Goal for the end of fiscal year 200 Likes
 - b. **The Angelus updates:** 1039 email addresses as of this meeting. Christi continues to add new email addresses of parishioners in particular for new parishioners when they register.
 - c. **Website updates:** Recommendations to change to the light gold lettering to dark gold. Christi has been implementing this change. Her goal is to make more changes and updates in the New Year to the website. Christi added Christmas pictures to the Home page for Christmas and wants to change this out regularly with recent parish life photos after Christmas.
 - d. **Brand “Church of St. Michael”:** Christi continues to add our Church logo on all documents that are to be viewed on the website. This area is a work in progress.
 - e. **St. Michael School Marketing Group:** Christi F., Leslie Meyer and Diane Glaser - Met regarding the St. Michael FB page. Christi provided safety content to add on their FB page. Christi designed an email blast for them and sent this out twice to market the school open house that was held in November. Christi continues to add the St. Michael School events on Church website, FB page, and in *The Angelus*.
 - f. **Christmas Mass Schedule Cards** - Fr. Tom selected the blue design. These Christmas Mass schedule cards were included in Fr. Tom’s annual Christmas letter. Next year work with Communications Committee on these designs as early as September 2012.
 - g. **Hospitality Greeters - Communications Committee** - Sunday, 2/26/2012 after all Masses.
- VI. **Parish Council Liaison Report:** Marla K. - Parish council goals are to continue working on our Parish Vision which involves Stewardship and Fellowship. Ministry Greeting is one of the goals and this has been well received by the parish.
- VII. **Additional Items: Photo’s** - Christi asked members to assist her by taking photos of celebrations and parish events. The team recommended Christi contact Rhonda Zweber, Renee Muelken-Kaiser and Heidi Preslicka for more photos. Christi did so and received photos from Rhonda Zweber and she also received the Centennial posters to add to website from Heidi Preslicka too.
- VIII. **Closing:** World Communications Day Prayer - All

Next meeting January 12, 2012 at 6:00 p.m. in Emmaus – Soup supper provided. Please arrive by 5:45 p.m. to begin dinner.