

St. Peter's [Communications Committee](#) Minutes 1-18-2020

Opening:

The meeting of the St. Peter's Communications Committee was called to order at 10:30 am by David Harwell. David opened the meeting with a prayer composed by Dr. Martin Luther King Jr. "Forgive us for what we could have been but failed to be". (See [Stanford: The Martin Luther King, Jr. Research and Education Institute](#)

O thou Eternal God, out of whose absolute power and infinite intelligence the whole universe has come into being. We humbly confess that we have not loved thee with our hearts, souls and minds and we have not loved our neighbors as Christ loved us.⁴ We have all too often lived by our own selfish impulses rather than by the life of sacrificial love as revealed by Christ. We often give in order to receive, we love our friends and hate our enemies, we go the first mile but dare not travel the second, we forgive but dare not forget.⁵ And so as we look within ourselves we are confronted with the appalling fact that the history of our lives is the history of an eternal revolt against thee. But thou, O God, have mercy upon us. Forgive us for what we could have been but failed to be. Give us the intelligence to know thy will. Give us the courage to do thy will. Give us the devotion to love thy will. In the name and spirit of Jesus we pray. Amen.

Present:

David Harwell, Pat Hoover, Marie Johnson, Marylyn Bradley, Tyler Dixon, Jama Sandoval

Approval of Minutes:

The minutes from the December 7, 2019 Meeting were reviewed and approved with no changes.

Minutes:

Sign Discussion:

- Discussion continued about the sign to be made to display at Old Litchfield and Indian School Road.
- A Frame type sign with cardboard inserts which will have St. Peter's and Episcopal Church Logo and service times.
- Recommended add "All Are Welcome" to the sign.
- Tyler will work with Steve to finalize design (Action).
- Discussion ensued as to who would be responsible for placement and removal of the sign. Original intention was the ushers. Weight of sign may be a factor (15-20 lbs).
- Could we get one with wheels or a cart to transport?
- We will communicate use of the sign at the annual meeting and in future communications (bulletins, etc.).
- Updated sign template for committee approval and order (see sample [here](#)).

Website Update

- The [Website](#) needs an introductory paragraph (history, etc.) to encourage people to explore.
- The ministries are the last link under the ministry tab but are called "[volunteer opportunities](#)".
- We could consider making these easier to find.
- Pat will work with Jaclynn to develop the Introductory Paragraph for the website.

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Annual Meeting

- Extensive discussion regarding what would be discussed at the Annual Meeting regarding the Communications Committee.
- Marie Johnson and Jama Sandoval will present the information.
- There will be up to 10 minutes dedicated to communications (reflects the importance).
- Highlights to present include:
 - Growth of the committee and the tools since inception 2 years ago
 - The current members
 - The subcommittees – traditional media, social media, website, etc.
 - Invitation to all to attend a Committee Meeting (transparency)
 - Promote the Website
 - The new sign to be displayed at Old Litchfield and Indian School
 - The business cards we can all share that include service times and web address
 - The booth at the Litchfield Park Christmas Festival
 - The communications audit (survey) results
 - The Communication Request pew cards
 - The use of Social Media and the Facebook and Instagram pages
 - The monthly newsletter that now has had 5 issues published
 - The weekly e-mail blast

Communication Audit (Survey)

- There were some issues with the survey and the original launch date of January 12, 2020.
- The survey was sent out with some minor discrepancies on January 17, 2020.
- There were over 20 respondents to the original survey that showed an overwhelming (>90%) preference for electronic communications.
- The survey was re-sent on January 18 following correction.
- The results will be presented at the annual meeting.
- David will compile the comments and bring to the next meeting for discussion. (Action)

Subcommittee Information

- Discussion about the process for Website Changes
 - Selena was supposed to be the point of contact
 - Need to verify we have the correct e-mail and person for the changes
 - Future changes should be sent to Selena with cc. to Steve, Office (Virginia) and James
 - The website has not been updated with the new Celtic Service for the 11 PM
- Traditional Media
 - Discussion as to the use of so much paper
 - Can we streamline the bulletins by removing some of the music or using only the slide shows for some portions?
 - Pat will develop one more monthly newsletter but will not be available in February for the March newsletter. Will try to get most of it together before she is unavailable.

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Communication Cards

- No one is aware of any use of these cards
- They are currently available in the pew pockets
- We may need to communicate again about the purpose of the cards

Realm Discussion

- Demonstrated how to add communication committee to your profile
- Discussed the use of the Realm Program
- The committee will have future discussions on the Realm Program

Litchfield Park Booth

- Litchfield Park is having an Arts Festival February 15-17, 2020
- Tyler will contact LP to see if they have "Non-Profit" Booths
- If so we will discuss coordination at the next meeting

Welcome Video

- Marylyn talked to Tom Donahue about producing a video
- Tom does not have the equipment necessary but does know people that do
- If we decide to pay for production we need a prepared script, etc.
- Sample video from [St. Phillips in the Hills](#) in Tucson can be seen [here](#).

Actions prior to next meeting

- Tyler Dixon to work with Fast Signs to produce the sign
- Pat Hoover and Jaclynn Anderson develop introductory paragraph for website
- David to compile comments from survey to bring to next meeting

Adjournment:

The meeting was adjourned at 12:02 pm by David Harwell.

The next meeting will be February 8, 2020 at 10:30 AM

Minutes submitted by Tyler Dixon

Minutes approved by _____

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Sample Sign Template



Please Join Us

Saturday

5 PM - Modern

Sunday

8:00 AM - Traditional

9:30 AM - Contemporary

11:00 AM – Contemplative

ALL ARE WELCOME!

