

Dayspring Communication Plan

I. Purpose

Introduction

This document was created by the deacons as commissioned by the Dayspring elders. It is intended to establish a basic plan for communication between all leadership groups (elders, deacons, and committees) to help support collaboration between groups in service to the church. As an all volunteer congregation, work and leadership of the church depends on volunteers to maintain the life and work of the church. This plan is meant to aid church volunteers by creating a sustainable communication plan to keep all members in touch with one another and ensure that needs are not going unmet at Dayspring. By establishing regular communication, this plan is also intended to help create transparency between the various leadership groups and the church at large.

Guiding Principles

Based on our theology and the values held at Dayspring, everything in this communication plan should serve the following guiding principles. Any item in this plan that causes concern or does not serve these principles should be challenged and reassessed in light of these principles.

For this plan, the guiding principles are:

- Love and care for each member as a child of Christ and a part of the Dayspring family
- Open and honest communication across all groups for all members
- Inclusive and supportive collaboration in all church work and activities
- Full transparency in all church actions and decisions

Goals

With the above principles in mind, the intention of this plan is to enable better communication and transparency for all groups in order to ensure that needs are not going unmet. This plan is NOT intended to put undue pressure on anyone or any group, require unnecessary work, or enforce a reporting structure.

This communication plan is intended to:

- Create a simple, sustainable communication method between groups to:
 - Coordinate efforts of all groups and focus groups to similar efforts
 - Provide channel for feedback and guidance from the elders
 - Provide channels for support across groups

- Define a meeting cadence that will help groups to:
 - Meet as often as they need to
 - Not meet more often than they need to
 - Set expectation so groups can coordinate more effectively with one another

- Establish a regular communication process with the church at large to:
 - Uphold our value of transparency in all church decisions
 - Publicize volunteer opportunities and church needs
 - Encourage member engagement in service to the church

II. Communication Plan

Leadership Roles

Below are the formalized roles of members who take on leadership and administrative roles in service of the church:

- *Elders* - Elected shepherds of the church ultimately tasked with the spiritual leadership and personal care of the church
- *Deacons* - Elected servants of the church established to aid the Elders in practical tasks and perform any work the church requires
- *Committees* - Volunteer groups of members dedicated to specific works of service for the church
- *Administrative Assistant* - Single member hired to take care of the administrative needs of the church

Structure and Guidelines

This plan follows a basic pattern that allows flexibility for each group to function as needed while still maintaining regular communication. The basic guidelines are:

1. Meetings
 - a. Each group has a regular meeting schedule
 - b. Each group holds additional emergency meetings as needed
2. Organization
 - a. Each group has a designated contact person
 - b. It is recommended that each group select a Chairperson to:
 - i. Create meeting agendas
 - ii. Send meeting reminders
 - iii. Guide meeting discussions by following the agenda
 - iv. Serve as the contact person for the group

3. Documentation

- a. All meetings should be documented with minutes
- b. It is recommended that the minutes include:
 - i. Discussion topics
 - ii. Decisions made
 - iii. Action items

4. Communication

- a. Meeting minutes or a summary of the minutes from each meeting will be shared with other groups as outlined in the group-specific plans below.
 - i. NOTE: At any time, a group may choose not to share minutes if the subject matter is sensitive
- b. Committee groups will publish and/or announce their meeting dates, agendas, and summary of minutes as available so the congregation is made aware and can participate
- c. Open meetings and church events should all be coordinated with the Admin Assistant to ensure there are no scheduling conflicts
- d. All groups announce decisions, events, action items, needs, etc. to the congregation as needed

Plan for Elders

Meetings	<ul style="list-style-type: none"> - Elders meet once a month on the second Sunday of the month - Bi-annual combined meeting with Deacons
Organization	<ul style="list-style-type: none"> - Each month, a different elder leads the meeting as the Elder Chair - One Elder is designated as the contact person to coordinate with other groups
Documentation	<ul style="list-style-type: none"> - The Admin Assistant keeps minutes for the administrative portion of the meetings
Communication	<ul style="list-style-type: none"> - The Admin Assistant shares minutes with the Deacons - Elders publish/announce to the congregation as needed

Plan for Deacons

Meetings	<ul style="list-style-type: none"> - Deacons meet once a month on the third Sunday of the month - Bi-annual combined meeting with Elders
Organization	<ul style="list-style-type: none"> - The Deacon Chair coordinates meetings and serves as contact person for the group
Documentation	<ul style="list-style-type: none"> - The Deacon Chair or the Admin Assistant keep minutes of the meeting
Communication	<ul style="list-style-type: none"> - The Deacon Chair or the Admin Assistant shares minutes with the Elders - Deacons publish/announce to the congregation as needed

Plan for Committees

Meetings	<ul style="list-style-type: none"> - Committees meet quarterly (this may vary depending on the committee) - Committees schedule in advance with the Admin Assistant to ensure no meeting conflicts with other church events - Committees announce their meeting date to the congregation and coordinate with the Admin Assistant to publish the date (and agenda if possible) in the bulletin
Organization	<ul style="list-style-type: none"> - The Chair or designated contact person coordinates with the Admin Assistant as needed to plan meeting dates and communication
Documentation	<ul style="list-style-type: none"> - The Chair or a committee volunteer keep minutes of the meeting
Communication	<ul style="list-style-type: none"> - Committees share minutes with the Elders, Deacons, and Admin Assistant - Committees coordinate with the Admin Assistant to publish a summary of minutes to the congregation - Committees announce decisions, events, etc. to the congregation as needed