

St. Justin's Parish

**Communication and Information Technology
Committee**



TERMS OF REFERENCE

A Committee established under the St. Justin's Pastoral Plan to support effective and efficient communication at St. Justin's Parish that supports and promotes the communion and community of St. Justin's Parish.

Communication and Information Technology Committee

Terms of Reference

a) Preamble:

The parish pastoral planning process took place from October 2012 to February 2013. During these meetings objectives and action steps were developed as St. Justin's response to the six diocesan pastoral goals. These objectives and action steps were collated and various themes emerged as fundamental to the achievement of the St. Justin's Parish Pastoral Plan.

Among these themes was the issue of communication within and throughout the parish. As a result; the establishment of a Communication and Information Technology Committee became a necessary step to support the implementation of the St. Justin's Parish Pastoral Plan.

b) Purpose of the Communication and Information Technology Committee:

The purpose of the Communication and Information Technology Committee is to oversee

- the overall functioning, inventory, organization, and upkeep of Information and Communication Technology at St. Justin's
- to research and implements ways and means of improving communication within all media in the parish
- to improve and support the timeliness, effectiveness and efficiency of the following communication media:
 - i. Parish Bulletin
 - ii. Parish Web-site
 - iii. Newsletters (Christmas and Easter)
 - iv. Speakers' Schedule
 - v. Audio-visual technology
- to develop feedback mechanism regarding comments on ministries, parish events, questions and answers
- to consider newsletter from all ministries detailing ministry actions on a regular basis(Gov.185), and
- to develop and maintain directory for all ministries and committees (Gov.180)

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c) Proposed Patron: St. Gabriel the Archangel

Saint Gabriel the Archangel is proposed as the **patron saint** of communication because of his focus on delivering important messages from God to people. In that capacity, he helps all people, whose jobs involve communication,

d) Meetings

The CITC initially shall meet every month until process/structure implemented and bi monthly thereafter - or as determined by consensus of the committee.

e) Agenda

The agenda guides the meeting and is developed by the Communication and Information Technology Committee. The primary task of these meetings is to direct and implement a work plan for the ongoing implementation and improvement of communication strategies and processes within the parish, its parishioners and beyond.

The agenda should include such items as:

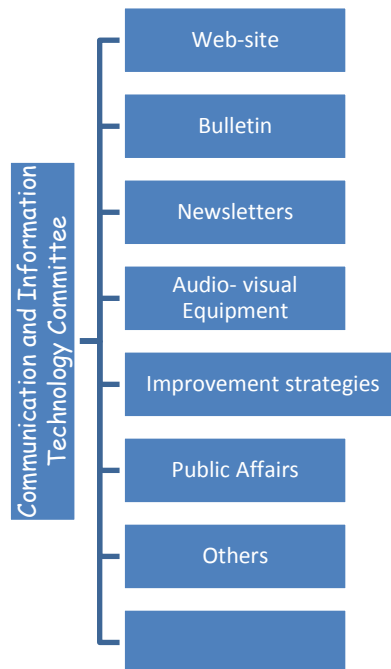
- Prayer
- Development of a work plan and its implementation of it over time
- Identification of resources and volunteers required
- Identification of concerns and clarification
- Identification of new matters for the committee to review and implement
- Evaluation of the meeting

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f) Operation:

The committee reports as necessary to the pastor and liaises with other councils, committees, and ministries as required.



g) Criteria for Membership:

Members include both staff and parishioners at large with expertise in communications and/or information technology and who embody the following qualities:

- Desire for spiritual growth in oneself and the parish
- Enthusiasm about the future of St. Justin's Parish
- Ability to study issues, reflect on them and draw sound conclusions
- Eagerness to facilitate parish decisions about its direction
- Courage to work toward consensus
- Capacity to listen outweighing the need to speak

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- Integrity in articulating what one has heard and what one believes
- Ability to inspire and empower
- Willingness to lead and take on tasks required to fulfil work plan
- Flexibility and openness with people and ideas and ability to work in a **TEAM** environment.

h) Selection of Members

It is recommended that within the membership as a group the following demonstrated skill and experience are present at a minimum:

- Web design and publication knowledge and experience
- Technical knowledge of computer hardware and software
- Audio -visual technology knowledge and experience
- Editorial skills
- Writing skills
- Awareness and knowledge of new communication technologies and their power to engage
- Knowledge and awareness of privacy and security concerns pertinent to communication processes and their impact

Based on the anticipated workload and input required the suggested number in the Committee should be nine.

Selection and recruitment process will be open to all parishioners/volunteers with skills as set out above and should be pursued with advertisement/s in the bulletin and announcements as necessary.

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i) Selection of Executive:

The Executive of the Council is chosen from the membership of the Council. It will consist of a chair and a vice-chair. A reporting secretary will be also be appointed from the membership

Chairperson:

- Facilitates committee discussions, ensuring that everyone has an opportunity to speak and to be heard.
- Monitors the work of members between meetings

Vice-chairperson:

- Assists the chairperson
- Facilitates meetings in the chairperson's absence

Secretary:

- Takes minutes and maintains the core team minutes and records
- Ensures the minutes, agenda and supporting documents are sent to each team member at least one week before each meeting.
- Maintain a current duplicate, both digitally and in hard copy, of minutes, agendas, and supporting documents, to be held at the parish office.

The initial term for the executive members shall be for a period of one year. Thereafter, the committee as a whole by consensus - will determine the terms for the executive members of the committee. The maximum term ongoing shall be three years.