

## Church Communications and File Sharing

### Objective Statement

It has been requested that we streamline communications and make it easier to get the right information to the right groups of individuals in leadership and the general congregation. This request comes from the pastor, church secretary and members of session.

### Plan Components – Information dissemination

Plan assumes that we will leverage the gmail account and services that we are already using for church staff and for communication to the congregation. The church email has the address of [xxx@gpcarlinton.org](mailto:xxx@gpcarlinton.org). To date, we have only a few individuals that have accounts on this mail address.

Email Addresses	Distribution Lists
Pastor	Prayer Chain
Office	Finance
Clerk	Communications
Bonnie	Commform

**The first** recommended change would be to have all serving Elders have an email with the church address. The intent is to separate church communications from personal use accounts to further confidential communications of Session (privacy of communications). For email addresses, we would propose that the format that should be used for the address is [firstname.lastname@gpcarlinton.org](mailto:firstname.lastname@gpcarlinton.org) to ensure the most likely way to avoid any duplication of names/addresses over time. Elder addresses would be set up upon election to session and would be deactivated upon completion of session term. It is expected that all Session communications would be through these '@gpcarlinton' email addresses.

It is recognized that not all serving elders may be email users and that accommodations will be have to be made for distributing communications to those individuals.

**The second** step is the uploading into Gmail's contact list feature all of the elder addresses along with the mail addresses that we currently have for the congregation that were captured as part of the directory update project. If deemed necessary, some confirmation of addresses might be required.

**The third** step is to set up the groupings that would be useful for routing messages, tasks, or functions to the addresses that have been captured. We have attempted to

capture below the list of groupings, but can easily add others that become useful over time.

<b>Ministry</b>	<b>Sub group Functions</b>
Session	
Ministry Chairs	
Spiritual Enrichment	Worship Library Ushers Communion Servers
Administration	Finance Building & Grounds Communications
Mission & Outreach	
Prayer	Prayer Chain Stephen Ministers
Education	Youth Advisory Board (YAB) Children's Ed Adult Ed
Personnel	
Nominating	

There is no real limit to the number of groups that can be established with gmail, so any grouping that is useful can be implemented. The only caveat is that there has to be a pair of owners for each group. We believe that the default owner would be the session liaison and the ministry/functional chair.

Liaison's and ministry chairs will own responsibility for the administration of their lists. Instructions for adding, changing, deleting, etc. these lists will be provided with the balance of church documentation.

Once the groups are established, individuals in the contact list can be added to the above groups to make them members of a list. An individual can be a member of as many groups as is necessary. These groups become the distribution mechanism for ensuring that people are included on the messages they need to be based on responsibility and role.

### **Plan Components – Information Storage**

As part of our Google subscription, we have a storage device that allows for access and editing control of the files stored in the server cloud (stored in file servers managed and backed up by Google). This process provides for both cloud and local storage of church information if chosen by the user, which provides for easy access to church documents and information. When files are stored, they can be flagged based on the ability to edit or read only nature of the document.

As a continuation of the above distribution lists, we recommend the storage of church policy documents, forms, minutes, and other reference items in this storage option in categories above, (i.e. Worship Ministry folder for the storing of worship minutes and documents). This would eliminate the searching for information. Frank has indicated that he can post to this storage location all the history that he has accumulated from prior clerks that worked on moving to a more electronic form over the last several years.

#### Google Folders for Church Documents

- Church Policies

- Ministry Minutes

  - Sub folders for each ministry

- Session

  - Meeting Packets

  - Session Minutes

  - Correspondence (in or out)

- Clerk Reports

- Finance Reports

- Office Information

- Procedure Manuals

- Etc.

Approved by Session: January 13, 2014