

Media Ministry Jan 28, 2009 meeting notes

Wittenberg Wall

We are pleased with the new look for the wall. The layout (based on the organizational cross) and guidelines were confirmed. Paul P has spoken with Tom Parsons and Alan Rasmussen (? – new member) about building a shelf. Discussed possibility of posting laminated section names until a more permanent solution is achieved.

Action: Jeanne will type minutes of previous meeting. Paul P will transfer guidelines to sheet and post on wall. Paul P to meet with Alan about the wall.

Website Guidelines

The group reviewed the draft guidelines and made some changes. We agreed to combine the general guidelines with the ministry team and council-specific guidelines.

Changes to the Ministry teams/ Council section:

Ministry Teams

Each Ministry Team should have one volunteer responsible for updating information on their Ministry Page, to include:

- Mission Statement
- Ministry Team photograph
- Names of each team member
- Current year goals
- Current year meeting dates or schedule
- Meeting minutes posted after each meeting
- Previous Year Accomplishments or Highlights
- Information and/or pictures of events

Church Council

The Church Council should have one volunteer responsible for updating information on their web page, to include:

- Names of Council members and responsibilities
- Council photograph
- Current year goals
- Meeting schedule
- Meeting minutes posted after each meeting
- Annual approved Spending Plan
- Annual Meeting presentation
- Annual Report

Action: Group to finalize guidelines at next meeting

Next meeting – Wednesday, Feb. 11, 2009