

## **Communication Guidelines & Procedure:**

As a Group Leader, your communication should be simple, clean and clear. Examine both written and verbal communication for simplicity and clarity. Use as few words as possible and eliminate jargons and "big words" from your vocabulary. Remember to include who, what, where, when, including start and end times, a contact person and RSVP time line if applicable. Make your emails short and to the point, otherwise the email will not be read.

### **Procedure of Communication-**

- All written communication going out to parish parishioners must be reviewed by the appropriate support personal. This could be the Ministry Director, Parish administration, assigned parish council member or any support person. The final draft will then be sent to the presiding priest for final approval.
- All emails sent out to newly married couples and mentor couples, should be forwarded to the ministry director or support person assigned to you.
- All emails are private and confidential. Be sure to communicate this to the newly married couples and mentor couples.
- All planning and scheduling of events must be sent to the ministry director or support person as soon as they are determined.

### **Scheduling**

- When planning the calendar year be sure to collaborate with the church calendar. The ministry events should not compete with other church events or ministries.
- Things to take into consideration when planning an event are our fasting periods, Great Feast days, school calendars in the surrounding counties, Football schedule and any other community events that could possible impact participation.
- If your ministry is going to plan an event that will require church facilities, you must fill out a **Facilities Request Form**. This is located at the front desk.
  
- If your ministry has an event or social outside the church grounds you should talk to your Ministry director or assigned support person about the idea and details and then submit it to the church office and Parish Council.
- Be sure to inform your Ministry Director/support person and the church office of any schedule changes.
- In an event of canceling a scheduled event, you are required to get permission from the Ministry Director or assigned support person.

## **Marketing**

- Advertise Flyers in all your available media at least four weeks prior to the Ministry Kick Off & meetings.
- Add Ministry Flyer and participation form to the premarital packet/folder the priest gives to Newly Married Couples. Be sure to designate a folder or area for your completed forms, possibly the church office.
- During one of the premarital meetings, ask your Priest to talk to all couples about participating in the Newly Married Mentoring Ministry and possibly collect the participation form. This is a key ongoing marketing tool.

**There are several ways to market your ministry through the church office:**

1. Monthly News Letter
2. Community Announcements
3. Weekly Sunday Missal
4. Priest Sunday Announcements

**Social Media-** You may create a face book page, twitter account ect however, you must follow the [Metropolis social media guidelines](#).

**Other ways to market:**

- Go to existing organizations in the church that cater to your targeted audience and pass out flyers. Be sure to check with the Ministry Director of that group for approval and to determine the best time.
- Place flyers on round tables at coffee hour.
- Float the floor at coffee hour and talk to members about the Ministry. If you have a sign up list have it with you so interested members can sign up.

## **Budget**

- Any event that is requesting a budget must go through your Ministry Director or assigned support person and Parish Council for approval.
- All Ministries are required to stay within a budget that has been determined.

***“Godly leaders....finds strength by realizing his weakness, finds authority by being under authority, finds direction by laying down his plans, finds vision by seeing the needs of others, credibility by being an example. Finds loyalty by expressing compassion, finds honor by being faithful, finds greatness in being a servant.” Roy Lessin***