

## **Communications Board Quarterly Report (November 2008 - January 2009)**

Members: Nichole Khan (PSC rep), Mary Sullivan (secretary), Phil Coates, Mike Flynn (parish webmaster), Pat Briggs, Marguerite Purcell, Kay Williams, Roland Quintero, Chris Lundin (chair)

Meets: Every First Thursday of the month, 7:00 p.m. at the Pastoral Center  
Send email to this group: [sta-communications-board@googlegroups.com](mailto:sta-communications-board@googlegroups.com)

### **Ongoing Activities:**

- Weekly production of the eBulletin: readership has increased from 126 families in January 2008 to 205 in January 2009.
- Publicity Support for Parish Activities: producing vestibule posters for events so that bulletin inserts are not necessary. Examples: Parish retreat, Volunteer Appreciation Dinner, Burning Bush series.
- Maintenance of the parish Website, including parish staff updates, posting of PSC Minutes and Ministry Board reports (when we get them!)

### **Major Activities This Quarter:**

- Parish Annual Report: Mary Sullivan and Roland Quintero, with an incredible amount of effort, produced the finalized copy of our parish Annual Report, which was duplicated and distributed in October, as part of our Time and Talent initiative. Mary combined the reports received from Ministry Boards; wrote introductory text with Fr. George's assistance, and Roland assembled photos and graphical elements to produce an excellent report, which was very well received. We do not know of another parish in the Diocese which puts as much effort into acknowledging and rejoicing in its parish activities.
- Paper Bulletin Makeover: We've been discussing a make-over of the paper bulletin to freshen it up; better paper quality, better photo reproduction; use of color; reduction of low-interest/value content, more parish-specific content, etc. Members of the Board met with Chuck Tully (Parish business manager) and a representative of J.S. Paluch, who produces our bulletin. For no additional cost, it turns out we can increase the quality of the paper used, have options for up to 4 colors in each bulletin (but no color pictures). The bulletin would remain roughly the same useable size. Next steps are for the Board members to meet with Mark Antonio (who produces the paper bulletin each week) and assist him in mocking-up a redesigned bulletin format for consideration. The Board will work on this during February and March, and hope to have a prototype by April. The Board will also be adding edited versions of each Ministry Board's quarterly reports and recaps of PSC activities into the bulletin, to increase the understanding of the parish.
- Clear Speech: At the second Lay Convocation in San Francisco in September 2008, Board members learned of a program in the Santa Rosa Diocese which employed a program by Clear Speech, Inc. <<http://www.clearspeech.com/>> which provides

intensive, comprehensive and personalized speech improvement programs that eliminate barriers caused by foreign or regional accents, poor diction or voice quality.

Because our diocese is blessed with more and more foreign-born priests, and occasionally accents and diction can cause difficulty in understanding, the Board approached the Diocese about considering this program Diocesan-wide. The Board recognizes this is a delicate topic, but felt that a Diocesan-supported program in all parishes would be the best way to approach it, as the Diocese of Santa Rosa has done. Participants meet with a speech mentor in small groups (2-3) in a private church setting for best benefit.

- Parish Annual Report Planning: The Board will begin that planning process in February. Annual writeups will be due at the end of June, so it is time for parish Ministry Boards to get this on their planning calendars now. Having good Quarterly Reports to work from is a great help.

- While not directly in the scope of the Communications Board, we have spent some time discussing the coordination of volunteers and how they are recorded and contacted. We feel it remains an area where our parish could devote more attention.

- The parish Liturgy Coordinator Nora Lundin has just completed initial work on an online Parish Calendar, and the Communication Board will assist her in populating the calendar with information from parish groups and ministries.

- The Board got together in December for a lovely social at the home of one of the members.