

Upper Braes Parish Church Communication Team

Communication Team Meeting Minutes 14th January 2025

Team Purpose:

“Supporting the congregation’s purpose and the work of the Kirk Session teams by facilitating effective communication internally within the Church family and externally with the local community. Through publications, streaming and online channels, we endeavour to inform, engage and encourage faith in Jesus and participation in the activities of our church family.”

Welcome and apologies:-

Attendees: James Falconer (Convener), Karen Fulton, Heather O’Neill, Jim Dick, Jean Meek, Neil Matheson, Margaret Sim, Mike Ferguson and Jean Gilmour.

Apologies: Alan MacFarlane, Scott Burton and Drew Robertson.

James welcomed all to our 1st meeting of Upper Braes Parish Church. Also welcomed Jean Gilmour to our meeting from Slamannan Ministry Centre. James read from passages from the bible Isaiah 43 v19, Judges 14 and Matthew 13 v 52, followed by prayer

Actions from last meeting – see Attachment action table below

Feedback for Kirk Session (James)

- a. Transition to UBPC
 - *Kirk Session have communicated their appreciation to the Team for the smooth, seamless transition to Upper Braes Parish Church (UBPC) across a range of Comms areas*
- b. Governance – approval and clarity of minutes
 - *Since some Team Conveners report directly to Kirk Session, they require some oversight that what is being reported is accurate. To that end Team Meeting Minutes are to be more formally ‘approved’ by team members prior to issue – there are a number of other mitigating safeguards in place (minute taking, Team membership, Kirk Session Report copied to Team)*
 - *Teams are asked to ensure that jargon and acronyms used in minutes are clearly explained*
- c. Budget Management 2025
 - *A 2025 Budget was submitted to the Treasurer after consultation with the wider Team*
 - *We are asked to provide updated expenditure versus budget in our regular reports to Kirk Session (quarterly)*
 - *We will agree our budgetary processes*

Updates on:

a. Sunday news sheet (Heather)

- *Now into a rhythm with doing the 2 each week for Brightons and for Slamannan*
- *Consider someone else helping out/doing this, particularly when Heather away. Neil does fill-in however has a lot on his plate already*
- *Not always clear who is doing what re taking part in the service. Consider sharpening this up. James suggested Heather state Praise Band instead of individual names.*
- *Heather clarified process and timing of Newsheet items need to be with Heather by midday on Thursday.*
- *Heather agreed to include flower rota for Slamannan on Newsheet, Jean Gilmour to send information onto Heather.*
- *Mike kindly offered his assistance to Heather for Newsheet. Mike and Heather will organise training.*

b. Service Mostly going well (Scott/Neil)

- Adjustments for transfer to UBPC went well.
 - Until recently, the platform had been pretty stable.
 - Rota running smoothly, with Jamie McIntosh, Ewan Norton and Aidan Wansbrough all operating regularly during services, and Jean Meek contributing significantly to the preparation of material for display.
- TVs in Brightons sanctuary upgraded, which gives us greater flexibility in display. Some other upgrades planned (network improvements throughout the Brightons MC, second PTZ (remotely controlled pan-tilt-zoom camera) to be installed along with operating system updates on the computer. We will then take stock of the situation to determine what upgrades are required for 2025, with the aims of:
 - Addressing recent instability (although this was likely partly down to recent config changes, and we're still working on ameliorating those changes)
 - Allowing us to upgrade the ProPresenter software (which has not been possible with the current setup)
 - Future proofing for our requirements, operating system and other software updates
 - Files for service preparation have been migrated onto UBPC OneDrive.

c. Service CD/DVD production (Neil)

- There was a significant gap towards the end of last year where no discs were produced. I haven't managed to do any DVDs yet, but have produced a few CD masters for recent services.

d. Sermon uploads (James)

- *Uploads now include Brightons Ministry Centre (BMC) and Slamannan Ministry Centre (SMC)*

e. Podcast (Neil/James)

- *As per above*

f. Website (Neil)

- Transfer to UBPC site and associated updates went fairly smoothly.
- We did discover during this that the prayer page was no longer updating, due to restrictions that Facebook has placed on using group material externally. We have therefore retired that page.
- Updates for Christmas services and events / sermon series happened smoothly.
- Further update to front page image for 1 John series.

g. Social media (James)

- *Social media accounts renamed (Upper Braes Parish Church)*
- *Ensuring media posts recognise both Ministry Centres and wider parish dynamics*
- *People who deal with social media are:- James, Scott, Cameron Dick and David MacAskill*

h. Google Calendar (Jim)

- All working well

i. Lets (Jim) email address **lets@upperbraes.org.uk**

- *In church calendar for all locations*
- *Unfortunately sometimes groups don't communicate when Start and Finish*

j. Connect / Communion Card (Scott/Margaret)

- *Communion card timeline: 16th February for distribution, 9th February last date for printing.*
- *Jean Gilmour will give information to Margaret by 26th January for Slamannan Ministry Centre.*
- *Connect Summer edition June so look at this mid April*

k. Easter/Christmas cards (Jean)

- *Easter card all agreed with Jean too early to distribute for March communion card will wait to nearer April.*

l. Welcome Pack (Jean)

- *Feedback all good. Jean Meek asked Jean Gilmour to think about adding anything for Slamannan Ministry Centre, that needs to be added.*

m. Notice boards (Alan)

- *Noticeboards are up to date and in order*
- *Community Outreach Team are managing the noticeboard in the halls foyer*

n. External Notice Board and internal banners (Fiona) James to catch up with Fiona on this.

o. Banners at front (Scott)

- *Costs for new banners in 2025 budget*
- *Roy Graham is continuing to review banner requirements*

p. Office Tech (Neil)

- *New photocopier contract agreed with Finance – to be in place end January 2025*

q. Church e mail accounts

- New email addresses were set up. Transfer of mails from Brightons addresses hasn't been done in the majority of cases, though can still be done, and I will email account holders to offer this, but it will require a password reset in most cases. As far as we know, operation is running smoothly in most cases, though there have been one or two issues.
- A number of accounts that were no longer required were identified during this process and closed.
- We might, after all, be able to migrate email addresses to our church Microsoft account. Richard McManus is investigating this. We think that this would be worthwhile if it is possible at no or minimal additional cost, since we believe it would provide a more reliable and more easily administered platform.
- Karen checked with Neil and agreed can delete Brightons Info email address.

Any other matters

James clarified budget expenditure. Kirk Session will require us to report back on a Quarterly Basis therefore meetings will include agenda item on budget expenditure.

Dates of next meetings (to be confirmed)

- *Tuesday 11th March 7:30pm on Zoom (Kirk Session 23rd March)*
- *Wednesday 28th May 7:30pm at in-person at Slamannan Ministry Centre or Brightons Ministry Centre (Kirk Session 17th June)*

James closed meeting in prayer

Minutes approved by Heather O'Neill and Neil Matheson

ATTACHMENT: Comms Team Actions 14.01.25

No.	ACTION	WHO	Status
1	Update video tour of website	Scott	This will happen in due course
2	Get help to catch up with DVD backlog unfortunately this is worse need to find alternative arrangement. James and Neil will take this off-line	Neil / James	Still Ongoing
3	Add search function to website	Neil	In progress
4	Add agenda item for budget expenditure	James	
5	Slammanan newsheet Heather agreed to add flower rota	Heather / Jean Gilmour	
6	Take photo of banner at Slamannan Ministry Centre to include in Connect magazine	Jean Gilmour	
7	Also take photo of banner to include in Social Media	James	
8	Zoom or audio at Slamannan Ministry Centre. Going with audio	James	Sermon audios being captured and uploaded to Website Sermons page.
9	Include at end of minutes approvers of these minutes	Karen	
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