

Note of Meeting 10th March 2026 (7:30pm on ZOOM)

Present: Rev.Scott Burton, Jim Dick, James Falconer (Convener), Mike Ferguson, Karen Fulton, Jonathan Greenaway, Jean Meek, Heather O'Neill, Drew Robertson

Apologies: Jean Gilmour, Alan MacFarlane, Neil Matheson

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."

1. Welcome and opening (James)

James opened the meeting by welcoming all, with a specific welcome to Jonathan Greenaway attending his first meeting of the team. James read from John 15:1-2 & 5 highlighting our season of change and awareness that change might mean 'pruning – either God's pruning or the natural decline of unnecessary tasks – recognising that this could be painful as well as beneficial.

2. Actions from last meeting – see previous minutes

Action list from previous meetings was reviewed – see Attachment. Excellent progress has been made.

3. Feedback for Kirk Session (James)

- *Communications report presented to October 2025 Kirk Session Meeting*
- *I have agreed with KS to carry out a 'strategic' review of Comms tasks through 2026 to ensure we know why we're doing what we're doing!*
- *I have reminded KS of the need to find a replacement Comms Team Convener*
- *Kirk Session recognise and appreciate the on-going work of the Comms Team and their contribution to church life*
- *We had a meeting of UBPC Team Conveners recently where we discussed and clarified the convener role, highlighted cross team interactions (inc. what tasks Comms do on behalf of other teams), discussed how we might develop our application UBPC Purpose and Values*

4. Comms Areas Review:

a. Sunday Newssheet (Heather)

- *Highlights – continues satisfactorily; strategic review carried out (see separate paper); additional volunteers to assist with printing have come forward with training in progress (Catherine MacIntosh and Linda McAlpine; Neil Matheson already assists); heavy duty paper guillotine purchased and operation being risk assessed*
- *Discussion points – none*
- *Issues - none*

b. Service Streaming (Neil)

- *Highlights – System reinstalled, new camera and controller set up. In the process of building content back up. Average concurrent viewers around 30.*
- *Discussion points – Potential future discussion point for a subgroup/joint meeting with other stakeholders regarding a clarified policy around photography and filming procedures and permissions, retention periods. This is prompted by experiences when creating the nativity video.*
- *Issues – No immediate issues. Potential future issue with **volunteer availability**.*

c. Service CD/DVD production (Neil)

- *Highlights – Currently effectively on hold – there was a big gap in production due to capacity. Neither Alan nor I are currently aware of any demand.*
 - *Discussion points – Based on the lack of demand, the constraint on production resource and the availability of service on our Youtube Channel it was decided to discontinue this activity. Contact to be made with the Pastoral Care Team re any requirement being identified there. Discontinuation to be mentioned in the next Comms Connect article.*
 - *Issues - None*
- d. Sermon uploads (James)
- *Highlights – sermon uploads now ceased (agreed with Minister); to be removed from future agenda*
 - *Discussion points – none*
 - *Issues - none*
- e. Podcasts (James)
- *Highlights – now ceased (as per sermon uploads); to be removed from future agenda*
 - *Discussion points – none*
 - *Issues - none*
- f. Website (Neil)
- *Highlights – New sections for welcoming newcomers and sharing testimony. Otherwise continues as previously.*
 - *Discussion points – none*
 - *Issues - none*
- g. Social media (James)
- *Highlights – Daily posting schedule continues*
 - *Discussion points – None*
 - *Issues – requiring someone to oversee social media (2 people have already been approached and have declined)*
- h. Google Calendar (Jim)
- *Highlights – Remains a useful reference resource*
 - *Discussion points – none*
 - *Issues - none*
- i. Lets (Jim)
- *Highlights – none*
 - *Discussion points – none*
 - *Issues - none*
- j. Connect (Mike)
- *Highlights:*
 - *clear handover from Margaret of Connect magazine process, including style, layout, and use of Canva with existing templates for continuity*
 - *defined contribution workflow via Newssheet notice and Connect email*
 - *example production timetable provided that Mike can adapt for this year's summer issue*
 - *some existing content already sent over, plus access to previous issues and Canva login so I can build from established formats*
 - *Discussion points:*
 - *provisional updated summer timeline (Margaret's timeline slightly adapted to be one week earlier for first time editing and time built-in for any unknown challenges I might hit):*
 - *Newssheet notice: 2 April instead of 9 April (agreed)*
 - *internal content deadline: 19 April instead of 26 April (agreed)*
 - *allow roughly two/three weeks for editing, layout and proofreading between 19 April and sending to Jean Meek*
 - *printing and distribution dates kept as per Margaret's pattern (for example: to printers around 10 May, distribution around 24 May, Communion first Sunday in June), confirm exact dates for this year.*
 - *Clarify who is on the Comms proofreading team, how long they need for checking, and how comments are returned to Mike – Jean Meek carries out proof reading*
 - *Work with Neil Matheson for access/or creation of a Connect email address*
 - *Mike and Jonathan to coordinate most efficient way to progress our printing requirements*

- *In the section called Reflections, I was wondering what the team thought about getting 3 reflective articles from the newest church Elders? Or would this just be better as a standard news or team update? – Team agreed to try out the former*
 - *Clarified process for printing and distribution*
 - *Jean Meek has congregational distribution list*
 - *Challenges:*
 - *Contact's list required to reach out to for the articles in case they don't read or respond to the newsletter intimation – Scott to provide*
- k. Communion Card/Easter Card/Christmas Cards (Jonathan)
- *Highlights – Jonathan picking up this task and clarifying purpose, requirements etc.; keen to ensure that appropriate 'sponsors' of various cards are identified; Communion Card for March Communion duly designed, produced and distributed*
 - *Discussion points – Agreed that 2 copies of Easter Card be provided to each household to allow sharing with neighbours/friends. Option to run a competition for Easter Card design not progressed; still opportunity to run for Christmas Card design if Jonathan feels that appropriate. Highlighted 'sponsorship' of other cards i.e. SPS YOI and Care Home cards managed by Comms Team on behalf of other teams.*
 - *Issues - none*
- l. Welcome Pack (Jean)
- *Highlights – Revised edition produced and printed*
 - *Discussion points – Jean Meek keeps an eye on Welcome pack stock and minimises stock levels recognising that content often needs changing*
 - *Issues - none*
- m. Notice boards (Alan)
- *Highlights – none*
 - *Discussion points – Briefly discussed review of SMC noticeboards – there is less content and footfall at SMC and this is managed within the LMC team*
 - *Issues - none*
- n. External Notice Board and internal banners (James)
- *Highlights – No action being taken on these*
 - *Discussion points – The external noticeboard is generally not used by Comms and is being utilised alongside the noticeboard in the halls foyer – this should be formalised. The purpose of having Internal Banners as a specific task was questioned and it was agreed that the Comms Team need take no action on this.*
 - *Issues – none*
- o. Banners at front (Roy Graham)
- *Highlights – No changes, Monies budgeted is new banners required.*
 - *Discussion points – none*
 - *Issues - none*
- p. Office Tech (Neil)
- *Highlights – n/a*
 - *Discussion points – n/a*
 - *Issues - Office computer still running Windows 10, now out of maintenance and doesn't support W11 – don't need to replace immediately, but should keep this on the radar.*
- q. Church e mail accounts (Karen/James)
- *Highlights – none*
 - *Discussion points – none*
 - *Issues - none*
- r. Budget (James)
- *Highlights – budget for 2026 submitted and approved by Kirk Session (see separate attachment)*
 - *Discussion points – It would be helpful if any expenditure versus Comms is reported to James, to keep track during the year; there is no current requirement for him to do so however this may change when a new treasurer is in place.*
 - *Issues – none*

5. Discussion item – Purpose and Values review; Belonging value

James introduced this item: we have mentioned 'season of change' a number of times throughout our meeting and one aspect is the desire to more intentionally lean into our Purpose and Values across all our activities. A narrative on our Values was shared previously with the Team and the wider congregation, with a view to helping us individually and collectively develop a vision of what UBPC looks like in light of these. The Comms Team should develop it's own vision with regard to team activities and share this with Kirk Session and other Teams as necessary.

The process for doing this is unclear however James would try to lead the team through discussion starting at this meeting with an initial look at the 'Belonging' value. This sort of discussion is best done in-person and the plan is to have more structured discussion at meetings in May and September where we take time away from routine 'business'.

James reviewed the Belonging value highlighting the aspects of inviting, encouraging and enabling that it suggested. There was a free ranging discussion around how the Comms Team activities considered the promotion of this value.

- Connect magazine provides a significant sense of belonging to those who are unable to attend church or church groups. It is important in providing updates on all church life to the congregation who otherwise may not be aware of all that is going on.*
- Weekly Newsheet provides information on what people can get involved in (inc. volunteering opportunities), invitations to specific events, that UBPC is alive and vibrant, some connection/identity with the wider range of church life.*
- Live Streaming provides those unable to attend worship and those on holiday to feel part of regular worship. It also has value in reaching out (Sent value) to those who are not currently part of our church family – there is at least one example of a new member initially connecting with UBPC through live streaming.*
- Easter and Christmas Cards provide a sense of belonging at these special times. Also leaning into the sent value providing extra cards to share as invitation to those outwith the church family.*
- Social Media was questioned as to whether it provided significant impact with respect to church family feeling they belong or for these outside church feeling invited (Sent value). This will be worth exploring during the rest of this exercise.*

It was felt that reviewing our activities versus our P&V could prove helpful.

It is recognised that thinking of team activities through the lens of P&V is different and may feel awkward however it could prove to be invaluable in embedding our understanding of P&V and how to lean into them in practice. All are encouraged to consider our activities with regard to our Values.

6. Dates of next meetings – Tuesday May 19th and Tuesday September 15th both in-person 7:30pm in BMC Small Hall

Notes approved via e mail by: Heather O'Neill (13Mar26) and Karen Fulton (13Mar26)

ATTACHMENT: Comms Team Actions March 2026

No.	ACTION	WHO	Status
1	Update video tour of website	Scott	Remains in-hand may include some personal input from new members on what attracted them to UBPC
2	Get help to catch up with DVD backlog	Neil	Provision removed. COMPLETE
10/01	Review Newssheet requirements and production process Identify additional support resource	Heather / James	Review carried out November 2025. Purpose and content clarified. Additional volunteers to help with printing identified. Heavy duty paper guillotine purchased. COMPLETE
10/02	Identify person to take on Social Media oversight	Team	Still to be actioned
10/03	Put redirect on old (BPC) Lets e mail account	Neil	COMPLETE
10/04	Review Connect magazine 'strategy' and production requirements	Margaret / James	Mike Ferguson following up. COMPLETE
10/05	Identify new Connect magazine editor/compiler	Team	Mike Ferguson. COMPLETE
10/06	Identify person to manage Connect and Christmas/Easter Card distribution	Team	Alan MacFarlane. COMPLETE
10/07	Explore options for Christmas Card image	James	COMPLETE
10/08	Identify person to take on Christmas and Easter Card role	Team	Jonathan Greenaway. COMPLETE
10/09	Progress updates to Welcome Pack	Jean / James	COMPLETE
10/10	Pull together 2026 Team Budget	James	COMPLETE
10/11	Formal Report to Kirk Session for 25 th November meeting	James	COMPLETE
03/01	Provide Connect article including intimation of ceasing service CD/DVD provision	James	Article in draft
03/02	Contact Elspeth McCallum (Pastoral Care Convener) re ceasing CD/DVD provision	James	COMPLETE
03/03	Confer on most effect process for Instaprint printing (cards & Connect)	Jonathan/ Mike	
03/04	Provide contact list to Mike for Connect magazine contributions	Scott	
03/05	Contact Roy Graham re taking on upkeep of external noticeboard	James	This will be manged by Roy on behalf of Community Outreach. COMPLETE
03/06	Continue to consider Comms activities with respect to Purpose and Values	All	Ahead of meetings planned for May and September