

Upper Braes Parish Church Communication Team

Meeting Minutes 7th October 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.”

Present: James Falconer (Convener), Karen Fulton, Neil Matheson, Heather O’Neill, Drew Robertson, Margaret Sim

Apologies: Scott Burton, Jim Dick, Mike Ferguson, Jean Gilmour, Alan MacFarlane, Jean Meek,

James opened the meeting with a reading from Galatians 6:9-10 with an encouragement to persevere in this season when many (inc. himself) are feeling weary and considering the wind of change. Also reflecting that, as well as talents, gifts and ministries, God sets us limits and we should recognise these. Followed by prayer.

1. *Actions from last meeting – see Attachment action table below*
2. *Feedback for Kirk Session (James)*
 - *none – next KS Meeting 25th November*
 - *It was noted that Comms are scheduled to formally report into Kirk Session (written and verbal report) twice per year*
 - *It was also noted that the UBPC Annual Report specifically mentioned the Communications Team’s efforts in managing the smooth transition in the Union*
3. *Updates on:*
 - a. *Sunday news sheet (Heather)*
 - *Continues with a much expanded Newssheet*
 - *The task has grown therefore it is worth exploring additional support resource*
 - *It is probably worthwhile having a ‘strategic’ review of the purpose and processes for producing the Newssheet(s) in light of considering wider resource implications and what needs to start/what needs to stop*
 - b. *Service Streaming (Neil)*
 - *Progressing on a much firmer footing since software/hardware reboot*
 - *Viewing stats not specifically analysed however felt there had been no significant change*
 - *Some tech changes planned*
 - c. *Service CD/DVD production (Neil)*
 - *There is still a backlog to catch up*
 - d. *Sermon uploads (James)*
 - *Continues to be a backlog*
 - *Would be helpful to have other support resource*
 - e. *Podcast (Neil/James)*
 - *As per d. above*
 - f. *Website (Neil)*
 - *Business as usual, essentially – currently exploring a ‘Testimony Form’ to be uploaded*
 - g. *Social media (James)*
 - *Continues on Facebook and Instagram with daily posts*
 - *James is planning to step back from overseeing this and is looking for someone to take this one*
 - *Some Facebook stats:*
 - *Page ‘followers’ steadily increases: currently 681 with 9 new followers in the past month*

and 3 who unfollowed

- *58.3% of views are 'reels' (Sunday worship and Thursday Prayer?); 41.7% on 'posts'*
- *Follower demographics: 65+ 26.9%; 35-44 22.9%; 45-54 22.4%; 55-64 16.4%; 25-34 9.6%; 18-24 1.8% - feels like an increase in the 35-44 years age group (would have to analyse further to confirm)*

h. Google Calendar (Jim)

- *Continues with no real issues*
- *Noted that Blood Transfusion Service have dates for 2026 and 2027*

i. Lets (Jim)

- *Progressing satisfactorily*
- *Minor nuisance is people using old (BPC) e mail address and personal e mail – Neil to look at putting re-direct on old e mail account*

j. Connect / Communion Card (Margaret)

- *This is in hand with deadline for contributions 26th October and printing to be done by 23rd November*
- *Margaret has intimated she has to step back from this role after producing the Winter addition*
- *The Team recognised the issues she and Charles have and will hold them in their prayers*
- *Margaret was warmly thanked for her hard work and the excellence of Connect*
- *James has approached someone re taking on this important role – the individual had asked a number of 'strategic' questions re Connect – James and Margaret will review these and have a further discussion*
- *Next Communion Card will be for March 2026*

k. Easter/Christmas cards (Jean)

- *We still require someone to take on this role from Jean Meek*
- *There is an urgent need to decide upon the picture and content for this year's Christmas Card – James to progress*

l. Welcome Pack (Jean)

- *This needs to be updated because of changes over the past 12 months – James to speak to Jean about who should be involved*

m. Notice boards (Alan)

- *All in-hand and up to date*

n. External Notice Board and internal banners (Fiona)

- *Nothing to update*
- *James to speak to Fiona about on-going needs*

o. Banners at front (Roy Graham)

- *Nothing to report*

p. Office Tech (Neil/Alan)

- *Neil considering updates required with Windows 10 no longer being supported.*
- *Photocopier – no issues reported. YTD as at 01 October: 44751 copies of which 7340 colour, 20 user accounts have registered readings*

q. Church e mail accounts

- *No issues to report.*

4. AOB

- *We are required to produce a 2026 Team Budget (for November Kirk Session Meeting) – James will circulate to those with spend requirements for review. There is no delineated Communications related costs for 2025 at present as they are wrapped up with other church expenditure (James has highlighted this to Kirk Session). Line items are: Printing (Jean), Photocopier (Alan), Online Support (licences)(Neil), Banners and Boards (James).*
- *James intimated that he plans to step down from the Team Convener role by October 2026 which coincides with him rotating off Kirk Session as a Ruling Elder – he feels led to do this in preparation for the changes that might be ahead and other roles he might take on. Early identification of someone to take on this role will be helpful.*

5. *Dates of next meeting (to be confirmed)*

- *Tuesday 17th or 24th February?*

Minutes by Karen Fulton and Heather O'Neill (by e mail 9th October 2025)

ATTACHMENT: Comms Team Actions October 2025

No.	ACTION	WHO	Status
1	Update video tour of website	Scott	Scott and James were at the very point of doing this when something got in the way! It's currently not a priority and will remain on the radar
2	Get help to catch up with DVD backlog	Neil	Still ongoing
3	Add search function to website	Neil	Not a current priority – remove from list REMOVE
05/01	Consider any other social media platforms – speak to Youth Development Worker	James	Considered and no need to change at present COMPLETE
05/02	Seek individual to arrange printing and bundling (inc. distribution lists) for Connect Magazine	Team	Still to be actioned
05/03	Seek individual to arrange design, printing and bundling (inc. distribution lists) for Christmas and Easter Cards	Team	Still to be actioned
05/04	Speak to Fiona Kantzidis about internal banners and external noticeboard needs.	James	Still to be concluded
05/05	Do we need to track groups/orgaisations photocopier printing volumes? Ask Finance.	James	Alan keeping an eye on this and reports into Comms Team COMPLETE
10/01	Review Newssheet requirements and production process	Heather / James	
	Identify additional support resource		
10/02	Identify person to take on Social Media oversight	Team	
10/03	Put redirect on old (BPC) Lets e mail account	Neil	
10/04	Review Connect magazine 'strategy' and production requirements	Margaret / James	
10/05	Identify new Connect magazine editor/compiler	Team	
10/06	Identify person to manage Connect and Christmas/Easter Card distribution	Team	
10/07	Explore options for Christmas Card image	James	
10/08	Identify person to take on Christmas and Easter Card role	Team	
10/09	Progress updates to Welcome Pack	Jean / James	
10/10	Pull together 2026 Team Budget	James	Will be shared with Team
10/11	Formal Report to Kirk Session for 25 th November meeting	James	

