

Upper Braes Parish Church Communication Team

Updates 18th March 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.”

1. Actions from last meeting – see Attachment action table below
2. Feedback for Kirk Session (James)
 - *None*
3. Updates on:
 - a. Sunday news sheet (Heather)
 - *Heather and Mike have discussed Mike helping out with newsheet – actions are in hand*
 - b. Service Streaming (Scott/Neil)
 - *Having experienced some severe technical issues, we have now completely re-installed the software on the ProPresenter machine, taking the opportunity to upgrade to Windows 11 and a newer version of ProPresenter (though not the newest, as there are reports of instability with that). We are now building things back up, trying to simplify the setup for services somewhat to reduce the demands on the machine during services. So far, that seems to be working well (and the new release gives us access to some useful features)*
 - c. Service CD/DVD production (Neil)
 - *CDs almost up-to-date for 2025. DVDs falling further behind. It would be good if we could find some additional resource for this - though I haven't heard in a while what the demand actually is now, so perhaps worth checking on that first.*
 - d. Sermon uploads (James)
 - *Uploads now include Brightons Ministry Centre (BMC) and Slamannan Ministry Centre (SMC) – some backlog due to holidays and technical issues*
 - e. Podcast (Neil/James)
 - *As per d. above*
 - f. Website (Neil)
 - *Continues as usual. We will need to update the front page image soon.*
 - g. Social media (James)
 - *Continues with now issues*
 - h. Google Calendar (Jim)
 - *Nothing to report*
 - i. Lets (Jim)
 - *Nothing to report*
 - j. Connect / Communion Card (Scott/Margaret)
 - *Communion Card completed*
 - *Notice for articles for Connect going in Newsheet 23/3/25 with a closing date of 20/4/25*
 - k. Easter/Christmas cards (Jean)
 - *Timetable for the cards:*
 - *Easter Sunday 20th Apr*
 - *Ready for distribution 30th March*
 - *From Printers – ideally – 25th March*
 - *To printers – ideally – 18th Mar (to allow for delays)*
 - *Possible designs circulated to team and top image now selected*

- l. Welcome Pack (Jean)
 - *Nothing to report*
 - m. Notice boards (Alan)
 - *Nothing to report*
 - n. External Notice Board and internal banners (Fiona)
 - *Nothing to report*
 - o. Banners at front (Scott/Roy Graham)
 - *Nothing to report*
 - p. Office Tech (Neil)
 - *New photocopier installed – thanks to Alan for his work on this*
 - *Neil has it in hand to install a new driver on the office machine and set up to allow account tracking*
 - q. Church e mail accounts
 - *Nothing to report*
4. Dates of next meeting (to be confirmed)
- *Wednesday 7th May 7:30pm at in-person at Brightons (we are to report to Kirk Session 27th May)*

ATTACHMENT : Comms Team Actions January 2025

No.	ACTION	WHO	Status
1	Update video tour of website	Scott	This will happen in due course – will await swarmer weather!
2	Get help to catch up with DVD backlog	Neil	Still ongoing
3	Add search function to website	Neil	In progress
4	Change noticeboard in foyer from hardwood to cork. Speak to Property committee	James	Complete – no action taken as yet
5	Photocopier contract up for renewal. Alan agreed to look into this.	Alan	Complete – new copier installed