



Communications Team

Unofficial Revised Team Policy

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Team Purpose

Managing communications both within and outside the church, through:

- Social media pages
- Website content
- Calendar
- Slack channel administration
- Promoting events alongside other teams/task forces

Team Leader Tasks and Responsibilities

Scope of responsibility: **Team Leader (TL)** has primary responsibility over the church's internal and external communication outside of the preached Word.

- **Recruit Team Members (TMs)** to assist in communication management in accordance with church needs and TM gifting.
- **Equip TMs** with resources needed to accomplish their tasks.
- **Work alongside new TMs** as they enter their new role.
- **Encourage a reasonable standard of quality** among TM work, which may involve replacing consistently underperforming TMs.
- **Communicate with the pastors** as to the effectiveness of the team.
- **Ensure** that all content distributed by the team is theologically sound and in step with overall pastoral leadership.
- If needed, TL will also **generate reports** for the congregation.

TM recruitment procedure

1. TL and prospective TM are to **determine a time and method of meeting** (e.g., in person or digital, formal or informal).
2. TL and prospective TM **agree, if possible, on task(s)** the prospective TM will be responsible for.
3. TL will **inform the pastors** about the new TM.
4. New TM may begin serving in role **immediately**.

Non-churchmember service

As per *Article III, Section C, paragraph 1* of the Constitution, **only members** may hold standing positions on the team. If a non-member desires to assist the team, he or she may contact the leader, and with the pastors' approval, they **may assist in an ad-hoc fashion** for an agreed-upon time or following the completion of a definable task.

Offboarding TMs

If a TM is not properly serving in their role, the TL ought to approach the matter with gentleness, love, and grace. The TL may recommend the TM contact the pastors for counsel. If the ministry continues to be underserved, after a reasonable amount of time, the TL may relieve the TM of team duties. In addition, the pastors may relieve a TM of team duties after discussing with the TL. A departing TM ought to do what they can to prepare a new recruit for the job. Departing TMs may be recruited at a later time, either to the same task(s) or different ones. **Team membership is a voluntary role.** A TM no longer wishing to serve in their role may discuss the situation with the TL. The departing TM ought to depart graciously and responsibly, including teaching a new TM the job if possible. The TL is to inform the pastors of any change to team staff.

Changing leadership

If the TL wishes to lay down their position, they ought to do whatever possible to train up a successor. The TL is to be in contact with the pastors so they can assist with the transition. The pastors are to approve an interim TL. Upon a **majority vote** by the Communication TMs, the interim TL will become the formal TL.

In the event of an unexpected vacancy of the TL position, the pastors may select a Communication TM to serve as interim TL. The Communication team will elect a formal TL (who may or may not be the interim TL). If **60 days** pass from the pastoral selection of the interim TL without a formal election among the team, the interim TL becomes the formal TL. If the pastors believe the TL is inappropriately handling the leadership position, they ought to discuss their grievances with the TL. If the situation does not appear to have improved after a reasonable period of time, the pastors may remove the TL, either from a leadership position or from the team as a whole. This action is *not* a substitute for any church discipline that may be necessary (see *Article VIII; Section A* of the Constitution). The pastors will proceed with the procedures of filling an unexpected TL vacancy as outlined above.

Team Member Tasks

Social Media TM

- **Work with TL** to determine key social media platforms.
- **Create content** for social media platforms.
- **Engage online** on behalf of HVBC.
- **Advertise non-HVBC events** and/or **programs** approved by TL.

Note: *At least one pastor must approve posts with overtly theological content.*

Website Content TM

- **Ensure** up-to-date sermon visibility.
- **Publish beliefs** of HVBC.
- **Advertise HVBC programs** and **events**.
- **Work with Tech team** to resolve technical website issues.

Note: The pastors will provide content regarding HVBC belief and practice.

Slack Administration TM

- **Deliver Slack invitations** to new members.
- **Answer questions** from members about HVBC Slack use.
- **Remove Slack permissions** from former members.
- **Work with Tech team** to resolve technical Slack issues.
- **Work with Calendar TM** to advertise events or programs on Slack.

Bulletin TM

- **Prepare bulletin** for upcoming Sunday.
- **Obtain accurate Order of Worship** from Minister of Music.
- **Work with Calendar TM** to present relevant information.
- **Deliver digital bulletin file** to Lead Pastor for timely printing.

Proclaim TM

- **Create slides** for pre-roll loop in Proclaim.
- **Use Proclaim** to ensure all pre-roll loop slides are current.

Calendar TM

- **Maintain** HVBC's digital calendar.
- **Ensure up-to-date information** by working with pastors, deacons, or other teams/task forces.
- **Provide digital access** to those keeping a physical church calendar, if needed.

Outdoor Sign TM

- **Work with TL** to determine sign messaging.
- **Regularly update sign** with prescribed messaging.

Organizational Structure

This team reports to the pastors

As church communication is tied to the Word ministry of the church, the Communication team is to work directly under the oversight of the **pastors** of HVBC.

Approving and Amending This Policy

The pastors are to establish ministry policies (see *Article IV, Section B, paragraph 5* of the Constitution), and thus this policy may be implemented by pastoral approval. However, the pastors do well to consider the wisdom of both the TL and the TMs in making or changing official policy.

Thus, the team ought to act under the pastors' oversight and direction. But as all men, pastors included, are fallible, they are subject to failure. In the event the team believes the pastors have made a *critical* error regarding this policy, they may request the pastors call a Special Called Members Meeting. If the pastors decline, the team may seek to have 20% of the congregation sign a written request for a meeting. If this number is achieved, the pastors are required to call the meeting in accordance with *Article VII, Section E, paragraph 2* of the Constitution. For each effective change to the policy, a simple **majority vote** from the congregation is sufficient to overrule the pastors' policy proposal.

Revision History

Version	Date	Author	Change
1.0	07/07/2025	Matt Robertson	Final portfolio-ready export.
0.3	07/04/2025	Matt Robertson	Further simplification of details.
0.2	07/03/2025	Matt Robertson	Formatting changes.
0.1	07/03/2025	Matt Robertson	Initial draft.