

**Building Project
Communications Task Force (CTF)
A Board of Trustees Task Force**
September 13, 2016, Rev. March 14, 2017

Mission

The mission of the Building Project Communications Task Force (CTF) is to ensure that the Board of Trustees and the congregation of the church are kept informed in a timely manner about the steps being taken by the Building Construction Task Force (BCTF), the Capital Campaign Task Force (CCTF), and the Finance Task Force (FTF).

Membership

The CTF shall be co-chaired by Sindy Barker and Gail McKinley. Other members are at the discretion of the co-chairs and may be added as the workload dictates.

Duties

1. Keep up to date on the various aspects of the building project as it progresses by working with the remaining three task forces.
2. Assess the needs of the congregation for information about the building project. Support the existing Space Reassessment Team following the September meeting with the architect with regard to the “town meeting” scheduled for Sunday, October 23.
 - a. The Space Reassessment Team will be working with the BCTF and the architect in the development of broad designs and specifications to be displayed.
 - b. The CTF will promote the October 23 event through the church newsletter, announcements and other electronic communications. In addition, hard copies will be sent to members who do not have access to email.
 - c. The CTF will help develop a feedback form so members can express their preferences and their concerns.
3. Once a decision has been made, communicate regularly to the membership on the progress of the project. The first action in this phase would be the publication of a timeline which would be established by the other three task forces.
4. Continue to work with the other three task forces to determine their messaging needs.
5. Develop promotional materials to support enhanced communication regarding the project with the congregation.
6. The co-chairs shall be members of the project coordinating group with one serving as primary member and one as backup.

Termination

The CTF will be dissolved once the building project is completed or as directed by the Board.