

Key Church Communicator's GUIDEBOOK

Shenandoah Presbytery

March 2014

Welcome to the Key Church Communicator's GUIDEBOOK. The GUIDEBOOK is designed to enable all KCCs throughout Shenandoah Presbytery to learn how you can help your church and the presbytery stay connected together in worship, nurture and mission.

The guidelines found in this GUIDEBOOK are intended to help you understand the challenges you have accepted. By agreeing to be your church's eyes and ears, you have become a vital link for enhancing communications at all levels.

Thank you for accepting this challenge. The presbytery staff will support you with prayer as you endeavor to keep us linked together in ministry.

VISION STATEMENT

Presbytery of Shenandoah

A Community of Christ for Worship, Nurture and Mission

Shenandoah Presbytery is a covenant body where:

Congregations are empowered to be centers for mission;

People of God are equipped to be Disciples of Christ in a challenging world;

Church professionals are nurtured and strengthened for service;

Open communication and information are used constructively and creatively

to keep us connected. October 1998 Meeting of Presbytery

Connecting the Presbytery together in mission.

One of the most important tools of an effective communication strategy within Shenandoah Presbytery is the **Key Church Communicator** (KCC). The KCC is a person in every church in the presbytery who is the link between their congregation and the presbytery.



Duties of KCC

●
Serve their congregations

●
Receive presbytery information

●
Distribute information to people in their church

The KCC uses the computer to receive information from presbytery. This information may include:

- Prayer Concerns
- Meeting announcements - presbytery and committees
- Where to download forms and documents
- Announcements about seminars and conferences
- Mission Community news

Internet Access

Internet access allows you to receive emails and to access the presbytery website - www.shenpres.org. The website offers:

- Presbytery staff listing
- Listing of churches and ministers
- Presbytery events calendar
- Applications Forms for churches
- Resource Center catalogue
- Presbytery monthly newsletter
- Committees Information
- Mission Communities Information
- News from and about the PCUSA

Email

The KCC receives regular email from the presbytery which then needs to be distributed to the appropriate people in your congregation.

Information may include:

- Prayer Concerns
- Meeting Announcements
- Activities and events

Information may go to:

- Pastor
- Clerk of Session
- Committees
- Other leaders

Copier~Bulletin~Bulletin Board~Church Newsletter

Information the KCC receives can then be distributed to the church staff and leaders. It may be:

- Photocopied and distributed
- Placed in the Sunday bulletin
- Posted on a bulletin board
- Placed in the church newsletter
- Emailed to church staff or leaders
- Posted on the church website

You Are Not Alone!

As you serve your church and the presbytery, **You are not alone.** You are supported and encouraged by:

- Presbytery Communications Coordinator
- Presbytery Communications Committee
- Presbytery Staff
- KCC Colleagues in other churches
- Your church's pastor(s)

Alert the Presbytery

You are asked to help the presbytery maintain current information about your church. This may include the following:

- Clerk of Session information
- Church Email Address
- Church website address
- KCC email address
- Other church contact information

The KCC Network...

***An essential component
in keeping Shenandoah
linked together
in mission***