

## **Communications Committee Minutes - February 16, 2011**

1. New Ministry Request Form and new Ministry Update Form for the ministry web pages were discussed and approved with an addition of "Ongoing Donation Needs (Optional)" to the update form.
2. E.T. Morrison from the Parish Pastoral Council will take the revised forms to the Council, and the Council will be responsible for contacting Ministry heads and requesting updated information. Communications Committee will assist as requested. Timetable for publication of new Ministry Handbook is dependent upon receiving timely information about each Ministry's update. E.T. Morrison will attend the Communications Committee meetings in the future.
3. It was decided that members of the committee would each consider possible changes to our web page following the new guidelines and will bring those suggestions to the next meeting for discussion.
4. Ron Dzeikan will bring his computer to the next meeting and with projection equipment, the committee will collectively look at the web site for possible changes or additions.
5. In preparation for the changes to the Roman Missal with Advent 2011, the committee, requesting assistance from Sr. Kathleen, will explore ways to better educate the Parish about the changes.