

Ministry: Communication

Leader: Tee Foo

Vision: *To design and implement effective communication tools and procedures so as to facilitate the work of other ministries in achieving their objectives.*

Where We Are	Where We Want To Be	How to Get There
<p>Existing communication tools:</p> <ol style="list-style-type: none"> 1. Weekly Worship Bulletin 2. Web Site 3. Emails 	<ul style="list-style-type: none"> • Retain all tools, add more where appropriate. • Make tools more effective for 	<ul style="list-style-type: none"> • Recruit talented co-workers • Evaluate options • Implement changes
<ol style="list-style-type: none"> 4. Electronic Invitations (e.g. eVites) 5. Photo Directory 6. Wall Bulletin Board 7. Newspaper Advertisements 	<ul style="list-style-type: none"> - promoting fellowship among co-workers - improving efficiency in carrying out co-workers tasks - attracting newcomers to the church 	
<p>Existing communication procedures:</p> <ul style="list-style-type: none"> • Most announcement information is disseminated during Sunday service via worship bulletin • Emails are used widely within co-worker groups, but there is no central contact list to facilitate email distribution 	<p>(marketing)</p>	
<ul style="list-style-type: none"> • Not all tools are used frequently – e.g. wall bulletin is seldom used 		