

Refreshing our commitment

Ministry Grouping FINANCE, ASSET AND RISK MANAGEMENT

Ministry **External communications**

What does it involve? To promote what's on in our parish life to obtain coverage in local press and media as agreed by the parish Priest.
To support the parish by scanning relevant media and summarizing salient messages and make recommendations as to their effective dissemination – either to the parish as a whole or individual group leaders. To advise the parish on key dates for international, national and diocesan action.

Gifts required:

- Excellent understanding of the Catholic and wider Christian media and willingness to scan these regularly to identify areas likely to be of relevance to the Parish Priest and Group Leaders
- Excellent command of English language and ability to use it precisely with an appropriate “tone of voice”
- Sensitive listener to understand the messages to be conveyed

Time required (average weekly/monthly) 4 -6 hours per month
Could be in conjunction with newsletter editor or website editor and as shared with others as a “job share”

Special peaks in time commitments likely: Lent and Advent

How long would I need to commit for? Ideally, 3 years with an opportunity to review the role after 6 months

Location: Home

Responsible to: Communications Leader

Other key relationships: Parish Priest, Newsletter editor, website editor, Group Leaders, Parish Administrator, Parish Coordinator.

Support provided: Diocese, Communications Leader, Parish Administrator, Parish Coordinator

External Communications - Press liaison

Yes this is for me

I'd like to know more

Signed

Name

Contact details

Please return to the parish office or in the Refreshing our commitment box in the narthex.

Catholic Parish of Oxted and Warlingham
www.oxtedandwarlinghamparish.org