Communications Advisory Team
Organizing and Operating Practices

Mission
The mission of the Communications Advisory Team (CAT) is to provide Little River United Church of Christ audiences, including members, friends, staff, and the wider community, with consistent and comprehensive information about all aspects of church life. Understanding that diverse audiences require diverse communications, CAT oversees the use of many communication channels while striving to maintain a consistent message and brand identity for the church.

Charter
CAT is responsible for establishing and reviewing Little River UCC’s communications policies and practices and overseeing their consistent implementation. CAT recommends policies to the Church Council for approval and then may establish details of communication practices that are consistent with those policies. CAT has editorial responsibility for all official church communications (internal and external) and sets guidelines for purpose, style, and format. CAT also serves as a resource for communications questions from staff, church officers, boards, committees, and groups.

Membership and Term
CAT consists of people who are involved in communications at Little River UCC—volunteers, the pastoral team, members of the office staff, and a representative from the Evangelism Committee of the Board of Deacons—as well as at-large members who have an interest in communications. Any member of the congregation may participate in CAT meetings. Members participate in CAT with no set term of service.

Reporting Relationships and Interfaces
The chairperson of CAT is a member of the Ministry Board of Church Council. The chairperson or a representative from CAT participates in meetings of the Ministry Board, and, when appropriate, the Governance Board. Boards, committees, and groups within Little River UCC are encouraged to identify a liaison to work with CAT.

Operating Practices
- CAT meets at least quarterly.
- Regular meetings are announced in advance.
- Summary notes are provided to the Moderator, the pastoral team, CAT members, and the chair of the Ministry Board.