**Wales Synod Communication Policy**

1) As part of Our Calling, the Methodist Church affirms as its central priority; “to proclaim

and affirm its conviction of God’s love in Christ, for us and for all the world; and renew confidence in God’s presence and action in the world and in the Church.” In addition, the Synod Policy statement commits the Wales Synod to “encourage and enable the development of Circuits, local Churches and individuals to engage more effectively in worship, learning and caring, service and evangelism”

2) In light of these statements we recognise that communication is an important part of the Synod’s role and commit ourselves to communicate as effectively as possible. At times we may be asked to pass on information through our communications networks. It is important to be aware of the source of any communication, particularly from outside organisations, and to assess whether this is something that it is appropriate to pass on.

4) We recognise there are different groups with whom we communicate, which include:

• Synod Officers and members

• Superintendents, presbyters and deacons

• Circuit and Church administrators, leadership teams and lay employees

• Local preachers, office holders, pioneers

• Members of the Methodist Church

• Synod Cymru and Y Cyngor

• The wider Methodist Connexion

• Ecumenical partners

• The wider public

5) We recognise there are a variety of forms of communication available for us to use if we

so choose. These include:

a. Email: Email good practice includes:

• the use of appropriate wording in the subject line to identify the content

• the appropriate use of cc, bcc and ‘reply to all’: avoid copying personal responses to

all original recipients; use bcc to avoid sharing other people’s personal contact details

• the use of a standard signature format which includes contact details

• responding within three days, if only to explain the need for more time for a fuller

response

• avoiding “triangling in” other people to conversations that ought to remain confidential

b. Email newsletters may be appropriate for certain groups of people; permission must be

sought to add people to mailing lists and lists should be updated regularly

c. Social Media: If you choose to use any form of social media the Methodist Church Social

Media guidelines should be followed. If using Facebook or Twitter, please remember:

• Facebook: Facebook pages need to be regularly updated. Content for these pages

should be appropriate and it should be agreed within the team who is responsible for

responding to comments.

• Twitter: This is most useful as a way of pointing people to items on Facebook or

website pages.

d. Web-sites: We will, through the Synod website, seek to share news of events in local

churches and circuits, to inform people of Synod structures and officers, to have

available details of current Synod policies and to enable enquirers also to contact the

main Methodist Church website. The website should be updated at least once a fortnight and old materials should be removed promptly. Access to editing the pages should be restricted to a small number of people. Facebook and Twitter feeds, if used, should be included on the home page.

e. Video Conferencing: The use of Zoom for meetings has proved to be extremely useful, saving time and money over in-person meetings. We will continue to use this as appropriate, and to ensure that the app is updated regularly. The Learning Network will offer opportunities for training as suitable.

f. Printed media (reports, minutes, handbooks and letters)

g. Telephone (through the Synod Office) We will, through the Synod Office, offer a contact

point for telephone queries about the life of the Synod, the diary and meetings of the

Synod Chair and queries about the wider Methodist Church.

h. Meetings (of Synod, SPC, SLT and other committees)

We will endeavour to provide an agenda and calling papers for sessions of Synod and

meetings of the SPC two weeks before the meeting and likewise to circulate minutes

within two weeks of the meeting which has taken place. Copies of the agenda and

minutes will be available to all members of the meeting and also to Circuits through

circuit superintendents.

6) Our aim is to communicate as efficiently and economically as possible; to that end we

will

* endeavour to do as much as appropriate using electronic media.
* produce an annual Handbook in hard copy available to all members of Synod and ecumenical partners, containing the Synod Diary for the year. However, since it also contains contact details for a range of people across the Synod, it will not be made generally available or sent to commercial organisations.
* Produce an electronic annual book of reports available to all members of Synod and ecumenical partners.

7) We will, through the Synod Chair, send occasional pastoral letters giving an overview of

developments across the Synod and raising awareness of events across the Connexion.

8) We will review this policy annually in light of further developments in the life of the

Synod.