

Area of	Category w/in Ministry	Description	Decision Risk	Who's Involved	Decision Chart
Communication	Values-Cricket	CRICkEt. The values of the Communications department is CRICkEt. Clear, Reliable, Intentional, Consistent and Truthful. Communications Director sets the values and enforces the values through out the campuses.		1 Communication	1. Central Decides
Communication	Values Criteria-Cricket	Any communications must encompass these values and anything does not adhere to the values of CRICkEt, needs to be evaluated and other options determined. How the communications is changed to encompass the CRICkEt is the responsibility of the ministry leader/campus pastor/communications director in joint effort		Communications, Event/ministry leader, 2 campus pastor	2. Central Decides w/ Campus Input
Communication	Systems-Basecamp	All Communications will be managed via Base Camp. Everyone involved with the project will have access to check the status or progress of the communication		1 Communications Director	3. Consensus
Communication	Systems-Basecamp	Communications will enter communication projects into BaseCamp and determine To-Dos based on Tier and meeting with Ministry lead or Campus Pastors		1 Communications Director	4. Campus Decides w/ Central Input
Communications	Systems-Basecamp	One point of contact will be determined per project, All communications regarding design preference, or content will be derived through that contact. The Contact will be determined by Communications Director and Campus Pastor or Event Leader.		Communication Director/Event 2 Leader/Campus Pastor	5. Campus Decides
Communications	Systems-Other Ministries	Tools/Resources ministries use to communicate with their "audience" can be determined by the ministry, as long as they fit the Communications Values (CRICkEt). Communications would be consulted to determine if the resource or tool fits the values but it is determined by the ministry what tool/resource they would like to utilize in their specific area.	?	Ministry Leader	
Communications	Submission of Promotions	How things need to be submitted for promotion- Online Submission form is located on Basecamp TVC HQ.		1 Communications Director	
Communications	Serve/Connect Lobby Tables	Where and How Lobby table or promo space for Serve/Connect Events- determined through the communications creative team, and arranged by Guest Services. The expectation is that where ever possible table is located near YNS booth/table in the lobby. All communications regarding promotions for engagement will send people to YNS for more information or to sign up		Communications Director/Campus 4 Pastor/Guest services Communications Director/ Event Leader/ Ministry 4 Leader	
Handouts	Campus Specific -Handouts	Handout for campus specific event. (More Description)		Communications Director/Campus Pastor/ Speaking Pastor/ Ministry 2 Lead were applicable	
Handouts	Approvals	Content for the Handouts for Each campus. Final needs to be approved and sent to the office for printing prior to noon on the wednesday the week they are being passed out.		1 Communications Leader Campus Pastor/Leader and Communication 4 Leader	
Handouts	Templates	What templates are being used for Handouts		Communications Director 2 and Campus Pastor/leader Communications Director/Ministry leader/campus pastor /director of Church 2 Online?	
Handouts	Campus Specific Areas	Each Campus can determine what is on their specific campus areas for each campus		Communications Director 3 Director of Church online. Campus Pastor/Director 5 of Church online	
Handouts	All Church Areas	Areas that are listing all church promotions or communications		1 Communications Director	
Online	Online Promotions	When things get promoted on our website, or online presence.		1 Director of Church Online Communications 2 Director/Campus Pastor	
Online Communication Online	Social Media AC Postings Social Media Campus Specific Postings	When all church things are promoted on social media When campus specific things are promoted on social media		1 Communications Director	
Communications online Communications Online	Website Facebook Private Messages/Social Messages	All church Changes to the website Will respond and forward private messages on to appropriate personnel		1 Director of Church Online Communications 4 Director/Campus Pastor	
Communications	Website Campus specific areas	changes to the campus specific areas of the website		1 Communications Director Communications Director/ministry event 2 leader/ campus pastor Communications Director/Ministry Leader/ 2 campus pastor	
Promotions	Outside advertising	Newspaper, billboard, etc for big events		Campus Pastor/ Ministry Area/Communications Director 4 or 5 Communication Director 2 /Campus Pastor Communications Director/Lead Pastor/Engagement 1 Director/ 4 Campus Pastor	
Promotions	Programming	The Purchasing of Banners, handouts, invites for big weekends and events.		1 Communications Director Communications Director/Ministry Event Leader/ Ministry Director	
Promotions	Lobby Signs	Approval of Signs that are visible from the campus lobby area. Signs that are inside an area (for example, signage inside the TVC Kids Areas) In the case signage does not fit the DNA or Values of the organization. Communications Director will contact Campus Pastor/Ministry leader to discuss options to follow Communication Values	4 or 5	Communication Director 2 /Campus Pastor Communications Director/Lead Pastor/Engagement 1 Director/ 4 Campus Pastor	
Promotions	Area Signs	What volunteers are required at each campus (add what is required and where to get role descriptions)		1 Communications Director Communications Director/Ministry Event Leader/ Ministry Director	
Promotions	Volunteers	Tier one items are evaluated yearly to support the values, mission, and vision of the church. Campus Pastor Recruits for volunteers needed and any additional support required for campus specific needs.		1 Communications Director Communications Director/Ministry Event Leader/ Ministry Director	
Promotions	Tiers	Tiers are determined and levels found appropriate by Central Support- Description of tiers can be found in Basecamp under TVC HQ.		1 Communications Director Communications Director/Ministry Event Leader/ Ministry Director	
Promotions	Volunteers-recruiting	Tiers are determined and levels found appropriate by Central Support- Description of tiers can be found in Basecamp under TVC HQ.		1 Communications Director Communications Director/Ministry Event Leader/ Ministry Director	
Promotions	Tiers-1&2 Communications	All Tier 1 and 2 events/communications need to be received by the Communications department 6 months prior to the event/communication request.		1 Leader Communications Director /Event Leader/ Ministry 4 Leader	
Promotions	Tiers 3&4	All tier 3 and 4 events must be Communicated to the communications director at least 1 month prior to promotion Promotional materials will be determined in the communication plan for the event or need being communicated. This will be created and written out by the Communications team, communications leader at the campus or Director of Communications. This will then be delivered to the campus. Responsibilities will be determined in this communication plan. The communication plan will be discussed in detail with the lead on the project/need. The financial responsibility of banners or promotional materials will be the responsibility of the ministry requesting. Communications will partner to facilitate with the ordering, receiving, maintaining, storing and cleaning of the promotional items to be used in a future date.		Communications Director/ Communications Leader/ 2 Event or Ministry Leader Ministry or Event Leader/ Communications 4 Director/Campus Pastor	
Promotions	Banner and Promotional Material Budget	Communications will maintain and track all communication assets using an inventory app. This will track who has what, the condition of the item, and if it needs to be replaced. If an asset isn't returned communications will alert the ministry leader to return the asset to be cleaned and tracked.		Communications Director/Communications 1 Leader/ 1 Communications Director	
Promotions	Promotion Packets	What type of communications are available per tier and the amount of communications items per tier		1 Communications Director Campus 4 Pastor /communications Campus Pastor /Communications 1 Director	
Weekend Communications Weekend	Weekend (All Church)	Who decides what is promoted at each campus from an all church perspective Tier 1 and 2 items		1 Communications Director Campus 4 Pastor /communications Campus Pastor /Communications 1 Director	
Weekend Communications	Weekend (Campus Specific)	Who decides what is promoted at each campus from a campus specific perspective. Tier 3 and 4 items		1 Communications Director Campus 4 Pastor /communications Campus Pastor /Communications 1 Director	
Weekend Communications	Processes	Avenues or pathways to communicate		1 Communications Director	
Weekend Communications	Communications	Determines the win for communications all campus		1 Communications Director	
Weekend Communications	Preservice Slides	Determines the maximum amount of slides in preservice and timing range for transitions		Communications 2 Director/Campus Pastor	
Weekend Communications	Preservice slides	Determines what slides are required to be shown on a weekend.		Communication 2 Direction/Campus Pastor	
Weekend Communications	Preservice slides	Determines other preservice slides in addition to the required slides		Campus Pastor 4 /Communications Director	
Weekend Communications Weekend Communications	Preservice Slides	Sets minimum content requirements for Slides		1 Communications Director	
Weekend Communications	preservice slides	Design must encompass CRICkEt Tier 1 and 2 items will be entered into Planning center 4-6 weeks prior to the weekend they are to be communicated		1 Communications Director	
Weekend Communications	Programming	Tier 3 and 4 items will be the responsibility of the Campuses to put into planning center on when they are to be communicated during a weekend service		1 Communications Director	
Weekend Communications	Programming	Tier 3 and 4 items will be the responsibility of the Campuses to put into planning center on when they are to be communicated during a weekend service		5 Campus Pastor	
Weekend Communications	Handouts	Handouts will be entered into Planning center with descriptors on what will be highlighted on the handout. These will list Campus specific items as they come up.		Communication 2 Director/Campus Pastor	
Online Communications	Social Media	Any communications/promotions done through Social Media that do not support the values of communications (ie Cricket) will be removed from the social media platforms.		1 Communications Director	