

# 7. Communications

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# Within the Board

Between meetings, Board business is conducted primarily on [Basecamp](#) through Messages (that go to all Board members) or Pings (that go to selected recipients). Basecamp also has links to documents on Google Drive that Board members need to have access to. The Board Meeting Hub is accessed through Basecamp and includes the Agenda, Minutes of the previous meeting, the Minister's Report, and any other resource material needed for Board meetings.

Two days is an acceptable response time on BaseCamp. If someone needs a quicker response, texting or calling is preferred. Contact information can be found under the [PCO group](#).

Documents are available on a shared Drive. See Appendix B

# With the Senior Minister

As an ex-officio member of the Board, the Senior Minister attends all board meetings and retreats but is not a voting member. If she is not available, the associate minister attends in her place. The Senior Minister also has weekly check-ins with the President. Between meetings, communication with the Senior Minister is conducted primarily on Basecamp.

# With the Congregation

Board members are expected to be a regular presence on Sundays and at church gatherings, and to make themselves available for congregants who have questions or input. Wearing name tags with “Board Member” makes it easier for congregants to identify board members.

The full Board can be reached via email at [theboard@foothills.org](mailto:theboard@foothills.org). The President is responsible for responding to emails sent to the Board. These emails are archived in Basecamp.

It is the Board’s practice not to consider feedback provided anonymously. See Section 10 on the topic of communication around misconduct.

At the end of regular Board meetings, the Board identifies what needs to be shared with the Congregation. The President and Secretary work with the Communications Manager to get information out to the Congregation via The Grove, all-church emails and the Board Minutes on Governance page of the church website.

The Ministry team supports the Board with maintaining photos and bios of current board members, Board meeting schedules, minutes and governance documents on the church website in Guide

If the Board Meeting time or location changes, the staff communications person is notified to update the church calendar.