

# Staying Informed and Communication Practices

*Each employee has a responsibility to stay informed about what is going on in the Church generally and most especially related to those things in their assigned area of responsibility. As a result, staff members are expected to subscribe to the Foothills' the weekly emails, regularly review materials on Base Camp, attend regular staff meetings, and regularly meet with their supervisor.*

*It is also important for employees to keep the Church informed of their intended schedule, accurate personal information, and preferred method of contact in the following ways:*

- Intended Schedule: Employees should inform their supervisor and the other staff of their generally expected schedule and keep up to date the Base Camp staff calendar with any changes.*
- Each employee will use their work email address for all Foothills related work. All work related documents should be stored on the appropriate Foothills Drive.*

*Generally, our internal communication and work integrates the use of technology and emerging tools for productivity, project management and collaboration, and employees are expected to regularly learn and integrate these tools as they are identified. Support for this learning process is available through employee's supervisor or the DFO.*

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