

MISSION QUEST STEERING COMMITTEE ROLES And MISSION QUEST COMMUNICATION PLAN

Mission Quest Steering Committee

- Attend and actively participate in MQ steering committee meetings
- Work together to ensure MQ projects are moving forward in a timely fashion
- Keep records of meetings and maintain status updates
- Approve MQ projects that are consistent with All Saints strategic plan
- Determine appropriate Liaison's to work with and support Project Team Leads
- Ensure accurate and timely 2 way communications with all parties involved

MQ Steering Committee Liaison

- Attend and actively participate in MQ steering committee meetings
- Honour and pursue decisions made at MQ steering committee meetings
- Work with, support and guide MQ project leads as they execute their respective projects
- Assist MQ project leads to create sub-committees as needed
- Provide accurate and timely 2 way communication between MQ steering committee and MQ project leads
- Ensure MQ projects are on track and on budget, along with MQ project lead
- Work with MQ project team leads to provide written updates for bulletins, web-site, newsletters and/or any other communications channels or devices
- Work with MQ project team lead to forward budget requests to the Wardens or Heritage Trust
- Ensure MQ projects evolve within the values and parameters of All Saints strategic plan

MQ Project Team Lead

- Work with the MQ Steering Committee Liaison to execute your project
- Create a sub-committee if needed, and manage members consistent with completion of your project
- Honour and pursue decisions made at project meetings
- Work with, support and guide your project team members to achieve your goals and problem-solve as necessary
- Set appropriate goals and measurables for your project

- Provide accurate and timely 2 way communication between your project team and the MQ steering committee
- Create a budget and action plan and ensure your project is on track and on budget
- Work with MQ steering committee liaison to provide written updates for bulletins, web-site, newsletters and/or any other communications channels or devices
- Work with MQ steering committee liaison to forward budget requests to the Wardens or Heritage Trust
- Ensure your project evolves within the values and parameters of All Saints strategic plan

Communication Pathway

1. MQ steering committee and MQ project team lead - accurate and timely 2 way communication
2. Congregation - weekly bulletin (minimum 4 weeks)
 - weekly posting on web-site and facebook page
 - e-mail chain as part of regular messaging
 - newsletter - if a vehicle is created in the future
 - vestry voting process for large decisions as needed
3. Community - regular inserts in Town Ward column as appropriate

Jim and Suzanne

- Provide monthly MQ steering committee updates to Parish Council and the Wardens

Ann

- Provide monthly MQ steering committee updates to Heritage Trust

Trudi

- Provide written summary of MQSC status and decisions to Wardens after each meeting