

Central Square Congregational Church, United Church of Christ Bridgewater, MA

Community Engagement Team Handbook

Purpose: Identify and execute programs that support the Church's ministry in the surrounding community and globally.

Mission: To minister to and engage the local and global community by creating meaningful community connections and outreach; to provide impactful financial and volunteer resources; and to support the mission of the church.

Members: 3 elected leaders, plus project working groups, and individual volunteers. The Communications Coordinator is a member ex officio. Members may participate in person or virtually.

Responsibilities:

- Participate in community events and engage congregational volunteer participation as an opportunity to demonstrate our values and help the community get to know us.
- Communicate activities to the community through the communications coordinator and office staff using various church media including worship announcements, website, bulletins, email, postal mail, newsletters, and social and public media.
- Communicate with the church office, staff, and other teams about team events, needs, and publicity
- Maintain a handbook that provides a description and guidance for every initiative to ensure consistency and stability as members move on and off the Team.
- Maintain records of projects, including the purpose and contacts for each initiative.
- Provide a written annual report for the Annual meeting.
- Meet and/or communicate regularly with elected team leaders
 - During the first meeting of the program year, assign roles and responsibilities of members
 - Provide informal written updates for the Cabinet on the activities of the Team
 - Designate a representative for each Cabinet meeting

Examples of Current Programs and Projects

- Bridgewater Food Pantry
- Breakfast Program
- Service trips for all ages
- Heifer Project
- Website and YouTube channel
- Women's Guild
- BBA Membership and Town activities
- Comfort Stations during townwide events