

## MC Sask Communications

### Preamble

This policy deals with the creation, distribution and storage of records, specifically meeting minutes, of all entities that make up Mennonite Church Saskatchewan (MC Sask).

The Canada Revenue Agency (CRA), policy for charities indicates that:

*A charity must keep adequate books and records,*

- *either in English or French*
- *at a Canadian address it has on file with CRA*

*so that CRA can verify official donation receipts issued, as well as income and expenditures. A charity must also keep information that proves that its activities continue to be charitable, such as copies of minutes of meetings.*

Minutes provide a record of the activities and plans of the organization, and therefore are one of the most valuable records in proving that the activities of MC Sask continue to be in line with the objectives we stated when we made our successful application for charitable status. Because MC Sask's activities are accomplished not only by Executive and Council, but by all the entities that carry out our mission, the minutes of all MC Sask related boards, commissions and committees must be included in the records that are kept for these purposes.

### Communication Policy

In addition to meeting requirements of CRA, this set of guidelines seeks to ensure that council members, commission leadership and membership, staff, camps, congregational leaders, and congregation members remain informed and connected so that our objective of “doing together that which we cannot do separately” is facilitated and enhanced.

#### 1) Minutes and Agendas:

- a) The moderator, the chair of the boards of Rosthern Junior College, Youth Farm Bible Camp, Elim Bible Camp, Shekinah Retreat Centre, Youth Farm Complex Board, and each commission and committee chair shall ensure copies of minutes from all meetings are emailed or mailed to the office within one week of approval, which should be done at the next meeting at the latest.
- b) The administrative assistant to the council shall distribute copies of minutes in a) to all parties on a list updated annually by the council, and shall maintain paper and digital copies on file.
- c) Council meeting minutes, Pastoral Leadership Commission and Ministries Commission minutes shall be posted on the website except that where matters of confidentiality are in question, that portion shall be omitted for the purpose of website posting.
  - Before the close of each meeting, Council and the two commissions shall review the minutes being generated and indicate the topics that shall be omitted from the copy to be posted.

## 2) Distribution

- a) The MC Sask Administrative Assistant shall establish and maintain a list of appropriate contact persons in each member congregation and shall communicate announcements, information bulletins, etc. to this list on an as-required basis.
- b) Each member congregation shall appoint an MC Sask Communicator to receive and distribute to congregation members MC Sask information in whatever manner is appropriate, and to provide required information to MC Sask from time to time.
  - Appropriate contact persons in the congregations will normally be the Pastor or Church Secretary, however congregations may choose to appoint a specific contact and inform the MC Sask office of that choice.

## 3) MC Sask shall keep membership informed by communicating often and in various forms.

- a) We will publish to each individual member a periodic newsletter, at least twice per year, or on a more frequent schedule as may be decided by Council. The newsletter will be a single 8.5x11 sheet, 5.5 x 8.5 format, in black and white, with items in point form and references to the web-site for more details. The intent being a communication that is quick and easy to read, while still being informative and relatively inexpensive.
- b) In keeping with the bylaws, Council shall present a report on its actions to the annual delegate session for ratification by the delegates.