

Diocese of Jamaica and the Cayman Islands

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To: Clergy and Church Workers

Dear Colleagues,

What's happening in your Parish?

At a recent Meeting of the Communications Board, mention was made of the dearth of information coming out of individual churches around the Diocese. It was felt that much was happening but these activities were not being given the prominence that they deserved. Wider use of the Diocesan website could promote events and indicate the efforts being made in missionary outreach and Christian activity.

Churches are, therefore, again invited to submit information for uploading on the website as indicated below:

1. Events can include celebratory events (major anniversaries) or church Festivals, outreach activities (public fora; educational initiatives, for example, homework or skills training programmes;) special monthly activities – missionary month, youth month, music month, etc. The following format is suggested.
 - Deanery/Parish _____
 - Event _____
 - Name of Church _____ District _____
 - Date and start time of event _____
 - Location of event _____
 - Cost of ticket/contribution/No contribution, etc.
 - Background information about the programme, youth involvement (Two or three sentences)
2. Recognition of members for special service in the church or community. Format:
 - Name of individual _____
 - Name of Church _____ District _____
 - Type of recognition – community award, centenarian, etc.
 - Information about the individual and his/her involvement in the church (Two or three sentences)
3. Children and young adults – recognition of achievements. Format:
 - Name of individual _____
 - Name of Church _____ District _____
 - Type of recognition – Sports award, team leadership, outstanding scholarship, etc.
 - Background information about the recipient that led to this award

4. Photographs

- These should be clear and should have the appropriate caption(s) including event, date and location – Name of Church/Mission, Cure, Deanery
- As much as possible photos should show activities taking place. While group photos are useful, what is being shown is critical to telling the story. Note: It is more important to see the faces of the persons in the photo rather than the banner.
- Photographs of our churches are always welcome and especially if they have congregants in the picture. A closed door church does not tell a good story.

We suggest that a “special correspondent” be identified in each Deanery with the responsibility to send the information to the Website team. This person’s contact telephone number should be provided to facilitate follow-up calls for clarification, where necessary.

The website team would appreciate short reports and, where possible, one or two photographs after events have taken place. In all cases, the Website team reserves the discretionary right with respect to the publication of items submitted.

Please e-mail items to our Communications Officer, Miss Beverley Newell at bevelaine@gmail.com

I look forward to your continued co-operation.

Sincerely yours in Christ

+Robert Kingston

Rt. Rev. Robert Thompson
Suffragan Bishop of Kingston and
Chairman – Communications Board