

***Sample Communications Commission Letter to Time and Talent Respondents***

***EXAMPLE for Communications Commission***

***\*Please adjust to fit specific ministries\****

[Date]

Dear [Name]:

Thank you for responding to our parish's call for stewards. I was asked to join the Communications Commission just over a year ago, and from my experience, I must admit that I always seem to get more out of stewardship than I give. And, I haven't found a more friendly, helpful, and appreciative group than the parishioners and staff of our parish.

Through advertisements, bulletins, inserts, social media, newsletters, mailings, articles, and posters of information to the parish and community about the people and events of our parish. Our accomplishments over the past year include the publishing of the parish news, a directory of parish ministries and organizations, and increasing our presence on social media.

Our needs in communications involve many talents and tasks. Your response to the stewardship effort indicated an interest in some of the areas. The questionnaire enclosed is intended to get a better idea as to what specific areas you feel you can best contribute, and the level of involvement with which you feel comfortable.

Please fill out the form as completely as possible and return it in the envelope this week.

And thank you again. Call me at [Phone Number] if you have any questions.

Many Blessings,

***Chairperson's Signature***

[Chairperson's Name]