

Communications-Sample 1

The Communications Officer is a full-time position under the supervision of the Senior Pastor. The Communications Officer, working independently and proactively, will utilize an extensive knowledge of electronic, non-electronic, and personal methods of communication to develop and guide an effective communications program that will see the vision and mission in our community become a reality. Primary objectives include:

1. Work with the Communications Advisory Committee to develop and keep updated a marketing and communications plan designed to increase church membership and attendance and to foster participation across all constituencies of the church.
2. Work with the Finance Committee to develop communications tools to use in raising awareness of financial needs and encourage giving.
3. Work with all church stakeholders to develop communications tools to enable them to meet the goals for specific church programs.
4. Conduct a communications audit on a regularly scheduled basis to evaluate all communication methods and formulate plans for improvement to meet identified needs.
5. Work with the evangelism team to develop and execute a PR plan which will leverage external and internal press outlets to promote membership growth.
6. Work with church stakeholders and the Communications Advisory Committee to develop and execute a goal-oriented plan to maximize the usefulness of our web site as a community-building and evangelism tool.
7. Work with the Communications Advisory Committee to develop accessible resources that will preserve our church's history, including but not limited to, committee minutes and current church statistics.
8. Work with the SPR and Finance committees to develop a communication budget.

Communications-Sample 2

Website

- Update current pages and headings. Create new pages, using Drupal content management system

(This is a very easy system that is simple and quick to learn – does not require HTML or any other programming experience. You can just copy and paste text from a Word file or an email.)

- Write news and events items for Home Page, once or twice a month
- Post weekly blog entries if pastors prove to be unwilling to do it themselves
- Set up and maintain church events calendar, Campus Ministry events calendar, sync to Google calendar
- Occasionally (once every 3-4 months) transcribe interviews for Faith Stories section of site

Desktop Publishing

- Use InDesign CS2 and Photoshop CS2 to create flyers, posters, business cards, thank you cards, brochures and other promo materials.
- Contact printer to obtain price quotes and supervise production of materials, including press check if required.
- Meet deadlines for delivery.

Worship/Clergy Support

- Assist pastors with phone calls, emails, mailings, photocopying, distribution of sermons, spreadsheets
- Liturgy Schedule- Assist Director of Music & Worship with details of the Liturgy Schedule
- Lectors- managing reading distribution, schedule
- Flower Calendar- managing dates, names

Database administration

- Manage/maintain directory information management, members/visitors attendance, conference membership reports (monthly and annually)

Office Support

- Office Email- manage, receive, distribute
- Master Calendar Management
- **Estimated time required: 20 to 27 hours/week**
- **Estimate wage: \$15/hour**