



Faith Reformed Church exists to LOVE GOD and LOVE PEOPLE.
We practice this by WELCOMING. GROWING. SERVING.

Position Description – Communications Director

The Communications Director is responsible for helping tell the stories of what God is doing at Faith Reformed Church. This person is in charge of all printed and online communications, and will work to create a consistent and modern feel for all of our communications. This person is also in charge of some office administrative work. Specific duties include:

1. Communication

- a. Create and print the weekly bulletin for morning and evening worship.
- b. Create and print handouts, flyers, schedules, monthly calendar, and bulletin inserts as needed.
- c. Create materials for our church Welcome Center, including information about current ministries and how people can get involved.
- d. Oversee our social media presence and help us tell stories of what God is doing at Faith through these mediums.
- e. Oversee our church website, working to keep it updated and engaging.
- f. Assist Lead Pastor in creating weekly email to the congregation.
- g. Create announcement slides that run before morning worship.
- h. Maintain church bulletin boards and mailbox labels.
- i. Ensure that all communications, printed or online, fit with the Mission and Vision of Faith Reformed Church and are consistent with our brand guidelines.

2. Administrative

- a. Set up YouTube livestream each week.
- b. Keep an organized filing system for church accounts and passwords.
- c. Assist in creating volunteer schedules.
- d. Use existing church database software to maintain church statistics and lists.
- e. Maintain online church calendar and schedule of various activities and room use.
- f. Manage the church office, including ordering office supplies and scheduling copier maintenance as needed.
- g. Assist the Lead Pastor and other staff members with other duties as assigned.

Relationships

The Communications Director is responsible to the Lead Pastor and the Executive Team.

Qualifications

1. An authentic, growing relationship with Jesus Christ.
2. Creative, organized, detail-oriented, and the ability to work well with people.
3. Background or education in Graphic Design is preferred but not required.
4. Proficiency with basic computer software (Microsoft Word, PowerPoint, Google Suite) and ability to learn other software programs.
5. Ability to design and produce web graphics, handouts, bulletins that are accurate, attractive, and consistent with Faith Reformed brand guidelines.
6. Ability to maintain confidentiality.
7. Commitment to support the Mission and Vision of Faith Reformed Church and a commitment to become an active participant in the life of the church as possible.

Hours and Salary

The Communications will be paid a salary agreed upon by the Communications Director and Executive Team of Faith Reformed Church. This is an 8-10 hour per week position.

Vacation

The Communications Director receives 15 hours of paid vacation yearly. The time off will be approved by and coordinated with the Lead Pastor. Unused vacation hours will not roll over into the following year.

Evaluation

The Executive Team conducts yearly reviews with every member of staff, including the Communications Director.