

# Office and Communications

## Director updated 10/2022

### OVERVIEW

The church Office and Communications Director is part of the ministry team. He or she facilitates communication among the church leadership, church-wide communication, and outreach to the community through every means of communication available.

### DUTIES

**A regular weekly presence in the church office is required. While here, the Office and Communications Director:**

1. Answers the phones and checks phone messages.
2. Answers the door when visitors come.
3. Receives delivered mail and packages and ensures those are received by the correct people.
4. Tidies the sanctuary of bulletins, communion cups, etc., and keeps offering envelopes, attendance cards, and sharpened pencils stocked in the pews.
5. Manages and updates the church calendar in coordination with all ministry leaders, church staff, and church members. This includes:
  - Looking ahead to planned events every month and verifying dates, times, and details with ministry/event leader(s).
  - Updating and synchronizing the physical wall calendar in the church office, the calendar on the church website, and the monthly calendar for printing and emailing.
  - Marking on the wall office calendar when members have reserved the fellowship hall for use.
  - Updating the Volunteer Schedule every two months, including nursery, communion meditation, communion preparation, and children's church.
6. Assists the ministry team leaders, church staff, and church members with communication and publication efforts. This includes:
  - Preparation of any visual media used in worship services, i.e. announcements, sermon outlines, and sermon art.

- Sending event reminders to the congregation via email and social media, i.e. creating Facebook posts and events.
  - Keeping the outdoor marquee and bulletin boards downstairs updated.
  - Pulling letters for messages for the sign by the highway.
  - Printing and emailing the church monthly newsletter, monthly calendar, and two-month volunteer schedule.
  - Printing the weekly worship service bulletins.
  - Printing special bulletin inserts for specific events, such as child dedications, poinsettia orders, Easter lily orders, etc.
  - Printing Sunday School and Kidz Klub materials.
  - Printing and filing music for the worship leader.
  - Sending any other communications needed.
7. Takes stock of office, restroom, cleaning, and communion supplies, and communicates with the church purchaser on what to buy during the first week of the month.
  8. Attends board meetings and planning meetings. The Office and Communications Director must consider oneself an “ex officio” member of each ministry team.

## REQUIRED SKILLS:

- The full Microsoft Office 365 suite: **Particularly** Word, Publisher, and Excel.
- Basic competence with PC computers and internet file usage; Particularly email, Facebook, and on-line file-sharing sites like Dropbox or Google Docs.
- Competence in spelling skills, grammar, punctuation, capitalization.
- Skills in proofreading and editing.
- Proficiency in using the church copier, which happens to be a networked printer.

## PREFERRED SKILLS:

1. Competence in using Canva online to create flyers, posters, and banners for online publication.
2. Competence in using Buffer to post across multiple social media sites.
3. Skills in maximizing the effectiveness of “Planning Center,” an application the church has access to.
4. Competence in using EasyWorship.

## HOURS:

The church is willing to be somewhat flexible in working hours, but some set office hours are requested. Currently, the church is seeking to negotiate the specific hours and days to be present. The total hours of work will be 12 hours per week. All Federal holidays will be granted as time off with no reduction in pay. Two weeks of vacation is to be granted through the year with no reduction in pay. Other days off will be given as needed on a case-by-case basis.

## **SALARY:**

The Office and Communications Director pay range is \$12-\$15 per hour, depending on experience, and will be re-evaluated annually during the budgeting process, which begins in November.

## **IF INTERESTED:**

**Please submit to Indian Springs Christian Church, c/o Office and Communications Director  
Hiring Committee:**

**1: A resume with a history of employment/education included**

**2: Three references**

**3: A “sample” portfolio of promotional items for the church made in Canva, Word, and Publisher. Three or four one-page items is acceptable.**