

Middletown Christian Church Director of Communications



Job Description

Title	Director of Communications
Reports to	Executive Minister
Status	Part-time hourly, 20-25 hours per week

Job Summary

The person in this position is responsible for all church-wide communication efforts, including outside media channels and external communications. This includes the development & implementation of the church's Social Media plan, including an emphasis on video technology and media outlets needed to share messaging around the *Embrace Louisville* initiative. This person is also responsible for design, editing and production of church-wide communication pieces; ensuring all ministry areas are adequately promoted; and championing the use of our branding standards at all levels of the organization.

Summary of essential job functions

1. In conjunction with Ministry Team, plan and coordinate weekly communication priorities, ensuring that communications are shared through appropriate forms of media (worship guide, website, social media, etc.).
2. Maintain church website, ensuring that updates are periodically and that content remains fresh and current (videos, sermons, events, photos, etc.).
3. Train and support all Ministry Assistants to update ministry-specific components of website and utilize other forms of communications media (social media, Constant Contact, etc.)
4. Provide support and backup to ministry staff for weekend worship PPT presentations, providing graphic standards, photos and visual support, and producing slides/visuals for weekly announcement slides and signage.
5. Maintain master communication schedule and coordinate with ministry areas to assess communication priorities.
6. Champion Middletown's branded look, ensuring that brand standards are applied consistently across all ministry areas (including sub-branding in children's and youth ministry).
7. Compile content, design, and edit weekly Worship Guide (bulletin).
8. Serve as the primary staff contact and resource to our web provider, including vendors, consultants, etc.
9. Oversee communications efforts of all church-wide social media outlets (Facebook, Twitter, Instagram, etc.)
10. Collect and edit content, design and layout of any church-wide newsletters produced.
11. Collect and edit content and design weekly e-mail updates (e-news, pastor updates, special notices).
12. Graphic design and production for sermon series, special publications, group life brochures, & special events (including banners, internal and external signage, invitations, etc.)
13. Provide support to ministry team as needed for special publications or short-term projects and backup coverage in the event of vacation or illness, etc.

Minimum requirements

1. Familiarity with computer systems, including Microsoft Excel, Word, Publisher and Power Point
2. Proficiency desired for WordPress, Adobe InDesign, Illustrator, and Photoshop.
3. College degree, preferably in Communications, Public Relations, Marketing, Graphic Design, or English
4. Must have a submitted background check on file

Abilities required

1. Exceptional attention to detail
2. Maintain concentration in a fast-paced environment with competing demands
3. Can prioritize responsibilities in order of importance
4. Have a big picture view of communication needs over an extended period and can effectively communicate these priorities to staff and other stakeholders
5. Hear the message that needs to be conveyed and construct and edit each piece for the most impact
6. Understand the importance of projecting a consistent and high quality image in all communications
7. Must be able to sit for prolonged periods of time and view and operate a computer
8. Maintain open and constructive communication between staff, members, board members and other stakeholders
9. A mindset of servant leadership, being able to teach and lead others and work with grace and patience
10. Flexibility to work with and support people with a variety of working styles
11. Available to work evenings and weekends on a limited basis with or without much notice

Expectation: Embrace Middletown's Mission and Core Values

Mission Statement: Living out the love of Christ by embracing people where they are

Core Values:

- *Radical Love* – sharing the unconditional love, grace, and forgiveness that God offers to all people
- *Freedom of Belief* – creating a space that encourages questions and faith exploration through prayer and study of Scripture
- *Sacrificial Service* – reflecting the life of Christ in the way we live, the places we go, and the choices we make
- *Real Conversations* – growing together with openness, honesty, and transparency
- *Infectious Community* – sharing life together in grace-filled relationships

Disclaimer

I acknowledge the receipt of my job description and understand the responsibilities, duties and requirements to perform the position. In addition, my supervisor has provided me with answers to any questions I had concerning the position.

I as an employee know that I am expected (and required) to perform the duties outlined in this job description. Any refusal or willful violation to perform such duties may result in disciplinary action.

I expressly acknowledge that: (1) I have not been employed for any definite period and (2) my employment is terminable at any time at the will of either the company or myself.

The statements included on this job description are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

_____ Employee name (printed)	_____ Employee signature	_____ Date
_____ Supervisor name (printed)	_____ Supervisor signature	_____ Date

Middletown Christian Church (Disciples of Christ)

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