

DIRECTOR OF COMMUNICATIONS

- 1) **Overall Job Description:** The Director of Communications (DoC) is responsible for the efficient operation of the church office, with an emphasis on internal and external communications. This is a 25 hour per week position.
- 2) **Lines of Responsibility:** The DoC reports to the Rector. As part of our larger organization, the DoC also works in a collegial relationship with:
 - a) The Wardens, Vestry and Treasurer
 - b) All other members of the parish staff – the Rector, Director of Finance, Director of Family Ministries, the Director of Music, and the Sextons
 - c) All parish committees and organizations
 - d) All members of the Nursery School staff, especially the Director, Assistant Director
- 3) **General Responsibilities:**
 - a) As a key member of the church staff, the DoC will support the overall mission and ministry of Christ Church, as we seek to:
 - i) Grow in faith
 - ii) Serve our neighbor
 - iii) Create community
 - iv) Always celebrating Christ's enduring love and respect for the dignity of all
 - b) As a church focused on growth, the DoC will work with the Rector to seek ways to engage the members and the surrounding community, leveraging communications avenues that include social media, the website, and print publications.
 - c) As the initial point of contact for members of our congregation, suppliers and the larger community during the week, the DoC will be a face and voice of hospitality and pastoral sensitivity on behalf of the parish.
 - d) As the key member of the office staff, the DoC will engage in the business affairs of the congregation in an ethical, efficient and organized manner, fostering respect and cooperation.
- 4) **Specific Responsibilities:** To include but not be limited to,
 - a) Communications
 - i) Handle regular communication to parishioners (email and snail mail) using Word, Constant Contact, and SMS, including weekly and special announcements, letters from the Rector/Wardens, Vestry meeting materials, and Stewardship materials.
 - ii) Assist in updating the Church and Nursery School websites and Facebook pages.
 - iii) Working with the Rector and the Director of Music, produce weekly publications, including the worship bulletin and Sunday Paper.
 - iv) Coordinate contributions and produce the quarterly newsletter, with the Rector.

- v) Work with photographers and artists to creatively develop marketing material.
- vi) Produce church-related brochures and keep newcomer/visitor information table stocked.
- vii) Keep local newspaper listings up to date for Christmas and Easter services, and coordinate the signage for special services and events.

b) General Office Support

- i) Answer/direct incoming calls; answer questions for ongoing activities or schedules. Problem solve and follow-up as necessary.
- ii) Pick up, sort, and distribute mail.
- iii) Maintain parish calendars.
- iv) Coordinate and publish the Annual Report, with the help of the Rector.
- v) Help coordinate support for special meetings (materials, food/drinks, set-up).
- vi) Order office supplies and manage equipment. Order service when needed and arrange for new leasing and/or purchase when needed.

c) Worship Services Support

- i) Schedule lay support for worship services, including Chalciers, Lectors, Lay Readers and Acolytes.
- ii) Coordinate proper acknowledgements of flowers donations and other memorials, including All Saints' Sunday, Christmas Eve and Easter Sunday services, as well as other Sundays as necessary during the year.
- iii) Coordinate with supply clergy, providing worship bulletins and arranging proper and timely compensation.

d) Building Management

- i) Assist in coordinating building rentals with members of the congregation and the larger community, including preparation of contracts and receiving fee payments.
- ii) Assist in coordination of any special arrangements around weddings, funerals, and baptisms.
- iii) Coordinate, as needed, with suppliers and contractors.

e) Data /Record Keeping

- i) Record information in respective books for marriages, baptisms, funerals, confirmations, and transfers. Prepare any necessary paperwork.
- ii) Maintain and update membership database.
- iii) Publish member directory 2 times a year, or as updates are appropriate.
- iv) Keep ongoing files (electronically or hard copy as required) in an organized, easily retrievable format.

5) Training

- a) The DoC will comply with Diocesan recommended and required training as directed by the Rector, including, but not necessarily limited to, *Safeguarding God's Children* and *Preventing Sexual Exploitation*, or the equivalent.
- b) The DoC will attend training necessary to improve skills and competencies important to job performance as directed by the Rector, including, but not limited to, training in the use of specific computer software. This training, if required, will be paid for by the church.