

JOB DESCRIPTION – COMMUNICATIONS MINISTRIES

PURPOSE

To insure a robust system of multi-media communication that shares our mission, *“To Know Christ and To Make Christ Known,”* within Waters Edge United Methodist Church and beyond.

WHY THIS JOB IS IMPORTANT TO THE CHURCH

- ✝ Provides timely information to the congregation on the life of the church.
- ✝ Empowers the members of the congregation to take an active role in the growth of the church.
- ✝ Assists the church in projecting a professional image.
- ✝ Recognizes and utilizes existing talents within the church.

BASIC JOB RESPONSIBILITIES

- ✝ Actively seek and disseminate news and activities from all church ministries.
- ✝ Using multiple in-house media, i.e., weekly church bulletins, web pages and newsletters, update members of the church and community on current opportunities for participation in church ministries, activities and personal growth at WEUMC.
- ✝ Include media outreach and inter-church information sharing to achieve outcomes.
- ✝ Be accountable to the Management Team and Pastor Parish Relations Committee (?).

SKILLS NEEDED TO BE USED OR DEVELOPED

- ✝ Basic Computer Skills.
- ✝ Familiarity with methods of communication in print and digital media.
- ✝ Willingness and desire to learn new programs, as required.
- ✝ Attention to detail and accuracy in all church communication.

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HOW MANY NEEDED

Minimum of 3 – maximum of 7

TRAINING PROVIDED

- ✚ In house: Orientation to the task from Management Team.
- ✚ With other churches: Inter-church opportunities, e.g., shadowing similar positions in more well established churches.
- ✚ Within the district: As provided.
- ✚ Within the conference: Utilize training tools available from UMC.org.
<http://www.umcom.org/site/c.mrLZJ9PFKmG/b.2730433/k.BD83/Home.htm>

BENEFITS FOR LEADING

Besides the knowledge that vital work has been accomplished, benefits are gained from doing your work, developing communication and interpersonal skills and relationships, personal spiritual growth, and the feeling of being part of the growth of Waters Edge. When you do the work of God, God blesses you and your work!