

**FELLOWSHIP REFORMED CHURCH  
HOLLAND, MICHIGAN**

August 2016

**Director of Communications and Events  
(Part-Time, 30 hours)**

**MISSION:** To support the staff and ministries of Fellowship Church as part of a collaborative team by strategically planning, implementing, and maintaining systems of communication both among staff and to the congregation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Improve and sustain systems of communication among the Staff Leadership Team, ministry teams, and congregation that ensure information is communicated in a timely and efficient manner.
- Proactively improve and maintain website, social media, and other communication technologies.
- Uphold a vision for the front office as a ministry that encourages, welcomes, and supports people (the staff, congregants, and those who come or call).
- Coordinate and delegate responsibilities to Office Manager.
- Coordinate master calendar and communicate dates and deadlines to Staff Leadership Team.
- Sit in on Staff Leadership Team, and other meetings as requested.
- Other duties as assigned.

**SECONDARY DUTIES AND RESPONSIBILITIES**

- Supporting information management in collaboration with the Minister of Finance and Information Management.
- Supporting worship and music responsibilities in collaboration with the Office Manager.

**KNOWLEDGE AND ABILITIES**

- Ability to work in both a self-directed manner and as part of a collaborative team.
- Ability to take initiative, multi-task and meet daily and weekly priorities with minimum supervision while consistently meeting deadlines and managing multiple projects.
- Commitment to expand skills and knowledge required to support administrative needs of the Staff Leadership Team, ministry teams, and congregation.
- High degree of proficiency in Microsoft Office Suite applications (Word, Excel, Publisher, PowerPoint, EasyWorship, etc.)
- Ability to maintain and improve church website and to think proactively and creatively about other communication technologies (ie. social media).

- Strong relational skills and commitment to practice confidentiality.
- Strong knowledge of professional correspondence, communication protocol, and etiquette.
- Very strong writing and communication skills.
- An eye for design and strong skills in creating high quality publications and communications pieces.

**EXPECTATIONS/QUALIFICATIONS:**

- Be fully committed to Christ as Savior and Lord.
- Understand role as a ministry of support and welcome.
- Embrace a missional and team-based approach to ministry and join the Staff Leadership Team in living out the Staff Covenant.
- Be an active member of Fellowship Reformed Church congregation.
- Bachelor's Degree or equivalent experience.

**ACCOUNTABILITY:**

- Administratively, the Director of Communications is accountable to Consistory (the Ministry Leadership Council and Human Resource Team) through the Minister of Operations and Ministry Implementation. An annual self-evaluation will be conducted by the Supervisor and one member of the Human Resource Team.
- Programmatically, the Office Manager supports and works in partnership with the Staff Leadership Team, and specifically with the Minister of Operations and Pastoral Staff.