

## Faithbridge Church

### Position Description

Title: Communications Manager  
Recruited By: Worship & Communications Pastor  
Staff Grade: Full-time (40 hrs/wk), Salaried, Exempt  
Accountability: Reports to Worship & Communications Pastor  
Ministry: Worship & Communications

Summary of Position: This position will be responsible for managing all aspects of communication for the entire church.

Purpose: To provide high quality and excellent service, with the right heart attitude, offering support to all ministries. In doing so, the mission and vision of Faithbridge can be carried out at all times.

#### Duties & Responsibilities:

Work within church branding guidelines in the production of church wide communications across a variety of media, including but not limited to:

- Developing and implementing a strategic communications plan, along with the W&C Pastor and his leadership team.
- Overseeing and developing a small staff as well as volunteers.
- Leading creation, layout and distribution of weekly bulletin, sustaining print pieces, and other communications materials.
- Ensuring consistency in tone and content for related pieces across various media.
- Managing web content, mobile app and all social media posts.
- Producing web news articles, blog posts, or other compelling pieces to illustrate Faithbridge stories.
- Developing direct mail pieces and other print and electronic promotion for upcoming events.
- Ensuring appropriate communication integration into Sunday program development.
- Coordinating (with Worship & Communications Pastor and Video Team) creation and/or preparation of pre-production story elements such as storyboarding, scripts, locating props, etc.
- Scheduling & coordinating interview subjects, actors, video team, locations, or any other elements of creating videos.
- Acting as producer on-site at video capture serving as interviewer, director as needed.
- Periodically reviewing demographic market data to ensure that coverage is appropriate.
- As a W&C Lead, having a prominent role at Sunday worship services on rotation with media team, Service Directors, etc. and as needed.

*This job description is not all-inclusive and can be modified verbally or in writing by the employee's supervisor.*

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Skills and Educational Requirements:

- Experience in print production and layout
- Ability to prioritize requests, establish timelines and communication project expectations to "internal clients"
- Experience with Photoshop, In Design, Illustrator or comparable
- Working proficiency of website content management and social media
- Ability to communicate effectively both verbally and in writing
- High proficiency in grammar, spelling and punctuation
- Able to meet regular deadlines while prioritizing and completing unscheduled work
- Ability to operate office machinery including sophisticated printers
- College degree preferred

Organization Relationship:

This position shall be directly accountable to the Worship & Communications Pastor and through the Executive Pastor to the Senior Pastor. This position will have contact primarily with paid staff and volunteers, and the church congregation.

Working Conditions:

Position is approximately 40 hours per week. Regular working days Sunday-Thursday. Odd hours and alternate comp days may need to be arranged with supervisor on a case-by-case basis.

Needed Attributes:

Strong interpersonal skills, keen initiative, detail oriented, strong organizations skills, ability to use discernment in making decisions, and a team player. Spiritual gifts of administration, serving, creativity, leadership, and exhortation are helpful.

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

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