

<b>Job Title: <i>Communications Coordinator</i></b>		<b>Position Type:</b>
<b>Reports To: Lead Pastor / Administrative Director</b>		<b>Staff Supervisory Responsibility: Volunteer Supervisory Resp.: 20+</b>
<b>Purpose of Position</b>	The Communications Coordinator will serve the Body of Christ at Life Church by overseeing a comprehensive process for communication with the church body and the community. The Communications Coordinator will perform basic communications responsibilities on behalf of Life Church including writing, graphic design, event and ministry promotion, website management, etc. that serves to keep our church body regularly informed and connected, and effectively communicates who we are and what we are doing to our community and those seeking to connect with Life Church.	
<b>Essential Duties and Responsibilities</b>	<p>Oversee an effective and engaging process of weekly communications including the development of weekly emails and the coordination of weekend announcements in collaboration with staff and ministry leaders.</p> <p>Oversee, manage and update the church website, ensuring content is engaging, professional, clear, easy-to-find, and up-to-date.</p> <p>Oversee, manage and update all general Life Church Social Media outlets. Provide support to ministry-specific social media outlets, ensuring consistency and excellence.</p> <p>Oversee and execute the development of comprehensive promotional campaigns for church ministries and special events. (print and electronic)</p> <p>Recruit, manage and cultivate a team of gifted communicators - writers, photographers, designers, etc. - to support with future Life Church communications needs.</p> <p>Oversee the development and cost-efficiency of all internal and external communication pieces, both printed and electronic. Develop a consistent ‘brand’ for Life Church - from website to printed pieces to environments.</p> <p>Oversee the development of a “Church App” that will combine features of the website, weekly emails, YouVersion Bible App and online giving.</p> <p>Other duties performed as necessary or assigned.</p>	
<b>Relationships</b>	<ul style="list-style-type: none"><li>• <b>Reports to Lead Pastor</b> for accountability, support and communication of ministry plans and objectives</li><li>• Regularly interacts, collaborates and works well with Elders, other Pastors, Directors, Coordinators and volunteers (Team Player)</li><li>• Must interact well with members, attenders, people in the community</li></ul>	
<b>Job-Specific Expectations</b>	Current office hours are Tuesday-Thursday, 9am-4pm and Friday, 9am-1pm. Specific work-hours will be agreed upon with the Lead Pastor and communicated to the staff. Arrangements for special hours, days-off and other absences (expected or unexpected) should be made to the Lead Pastor.	

<b>General Staff Expectations</b>	<p>Every Staff Member is responsible to lead from a healthy place, to serve interdependently, to communicate well, to build a culture of leadership development and multiplication by being an <i>Equipper</i> of ministry, and to publicly and privately support the Mission, Values, Strategy of Life Church.</p> <p><b>In addition, every staff member is expected to:</b></p> <ul style="list-style-type: none"> <li>• <b>Put Jesus at the Center:</b> A growing, vibrant and intimate relationship with God is essential for ourselves, our families and those we are responsible to serve, and is an expectation of all pastors and staff at Life Church so that we will minister out of the overflow of our intimacy with Christ. A disciplined, daily-time with Christ (incorporating spiritual disciplines) along with a consistent day of Sabbath each week are not only critical to ensuring our identity is found in Christ alone (and not primarily in the success of ministry) but are expected and must be protected.</li> <li>• <b>Put Family First:</b> Our relationship with our spouse and/or family should be healthy and thriving. Our families should be flourishing under our love and leadership, with Christ at the center.</li> <li>• <b>Establish Healthy Boundaries:</b> Having rhythm, balance and a regular time to rest is vital to our success in ministry. As we minister, let us do so by setting a healthy example.</li> <li>• <b>Serve with Joy:</b> We serve the Lord with Joy, and His Joy is our strength. As Joy fills us, laughter and enjoyment are evident in our lives.</li> <li>• <b>Equip People:</b> We work hard to establish healthy relationships with folks we lead, love, support and serve alongside in ministry. We do ministry with a team approach and see ourselves as <i>equippers</i> of God's people.</li> <li>• <b>Continual Learning:</b> We should be consistently growing and evolving in our practices and methodology of ministry, regularly learning new ways of <i>being</i> and <i>doing</i> ministry.</li> </ul>
<b>Additional Responsibilities/ Expectations</b>	<ul style="list-style-type: none"> <li>• <b>Covenant-member</b> in agreement with our Statement of Faith, Mission, Vision, Strategy, Covenant and By-Laws of Life Church</li> <li>• <b>Committed follower of Jesus Christ</b>, actively discipling and pointing others to faith in Jesus</li> <li>• <b>Active participant in community</b> (i.e: Life Groups)</li> <li>• <b>Regular attender of and contributor to Staff Team Meetings</b></li> <li>• <b>A responsible manager of time during the week</b>, maintaining consistent office hours (work day begins at 9am) and communicating with staff when away from the office (ministry can't be done by being at the office all day)</li> <li>• <b>Attends weekend services</b></li> </ul>