



Position Description-Director of Communications Ministries

Table Rock Fellowship (TRF) strives to glorify God by embracing its mission statement: To encourage and equip one another in love and to know Jesus and make Him known. TRF does not discriminate based on those protected by Federal or State law except for exemptions legally allowed to religious organizations. TRF will employ only people whose religious beliefs and conduct are consistent with TRF's Statement of Faith and Core Beliefs.

Supervisor: Executive Teaching Pastor

Classification: Part-time, hourly, non-exempt

Compensation: Salary is based upon related experience, skills, education, external market data and internal wage alignment.

Schedule: This position is expected to work 35 hours per week, not typically including weekends.

Position Summary: To develop a creative and engaging multi-faceted communications strategy that will increase the visibility of Table Rock in our community and tell the story of what God is doing both inside and outside our fellowship walls.

Required Education: Bachelor's degree in communications, media, marketing, or closely related field required. Minimum of 2+ years of relevant experience.

Required Skills:

- A growing relationship with Jesus Christ and a passion for the work of the church.
- The ability to fully support TRF's Statement of Faith/Core Beliefs, pray, and lead others.
- Must be creative, articulate and pay attention to the details.
- Possess the ability to see "the big picture" and plan accordingly.
- Knowledgeable of posting, tracking, and engaging with various social media platforms. Understanding and experience using Facebook Meta, YouTube, and other social media outlets to increase following and engagement.
- Minimum of two years' experience in the use of graphic design software such as Canva, Photoshop, Adobe Illustrator etc.
- Excellent written and verbal communication skills.
- Highly organized with the ability to balance multiple projects and see them through to completion.
- Knowledge of web design and functionality.
- Familiarity with church Planning Center software.
- Intermediate experience with audio mixing software as well as audio/visual editing software.



- Must possess the ability to build relationships and collaborate with TRF team members and volunteers. Possess wisdom, tact, and discernment to skillfully navigate challenges in a God-honoring way.

Required Physical Abilities: Prolonged periods of sitting and working on a computer, standing, walking, seeing, hearing, speaking, lifting to 15 lbs., reaching, twisting, bending, climb stairs, pulling/pushing, and hand dexterity.

Primary Position Responsibilities:

- Lead all efforts related to the creation, strategy, and execution of Table Rock Fellowship’s digital communication channels.
- Proactively develop strategies to communicate the messaging of the church in partnership with church leadership and ministry leads.
- Develop systems to organize, prioritize and consistently communicate promotional items.
- Design and produce all print and digital materials which include sermon slides, weekly announcement slides, weekly bulletin production, and social media content.
- Increase digital engagement and build a following on various social media platforms.
- Graphics maintenance and updating of campus wide monitor systems.
- Website and Church Center App maintenance and design.
- Maintenance of TRF YouTube channel graphics, playlists, subscriptions etc.
- Utilize Planning Center church software for production requests, scheduling of volunteers and events, integration with MailChimp for churchwide email and assisting ministry leads with registrations.
- Create and foster a communication ministry that is volunteer friendly and engaging.
- Interact with church members, volunteers, employees, and the public who may be seeking information about TRF’s Statement of Faith/Core Beliefs or have other immediate ministry needs. May explain TRF’s beliefs, pray with or provide spiritual guidance. Prays at staff meetings or events individually, with a partner, or as needed, leads the group in prayer.
- Other duties as assigned.

This job description is a summary of the typical functions of the job, not an exhaustive list of all the possible responsibilities, tasks, or duties. It is subject to change without prior notice, at the discretion of Table Rock Fellowship.

Agreed:

Employee Name: _____ Signature: _____ Date: _____

Supervisor Name: _____ Signature: _____ Date: _____

Human Resources: _____ Signature: _____ Date: _____