



PRESTONTRAIL

community church

Communications Resident

Preston Trail Community Church
"Helping people find and follow Jesus Christ."

I. POSITION TITLE

Communications Resident

II. EDUCATIONAL REQUIREMENTS

College degree preferred

III. GENERAL DESCRIPTION

The Communications Residency is a leadership residency in the areas of prioritization, publication and support for the various events, initiatives and announcements for the ministries of Preston Trail Community Church.

IV. GENERAL LEADERSHIP GOALS

Discern and clarify your calling towards kingdom work and be better equipped to fulfill that calling.

Work proactively and independently with the ability to deliver high quality output in a fast-paced environment.

Learn how to recruit, develop and lead a volunteer team.

Develop the confidence to speak in front of various groups of people.

Learn how to create and manage ministry needs including budget, ministry events calendar, and administrative duties.

Develop as a fully devoted follower of Jesus committed to and growing in the areas of self-leadership, organizational leadership, church leadership and thought leadership.

V. SPECIFIC RESIDENT DUTIES

Adopt the Preston Trail mission statement and ministry strategy.

Prepare for and attend meetings and events as required

- a. Weekly four-hour residency class with a rigorous curriculum of reading, sermon reviews and discussion
- b. Weekly or bi-weekly one-on-one meeting with ministry supervisor for the purposes of both mentorship and discipleship
- c. Monthly all-staff meetings



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Attend training conferences including the Global Leadership Summit, RightNow Media Conference and others as scheduled.

Participate in weekly self-evaluations, monthly supervisor evaluations, and quarterly program evaluations.

VI. SPECIFIC MINISTRY DUTIES

Prepare for and attend all meetings and events as required

Under the direction of the Communications Director:

- a. Learn and implement the Preston Trail voice, style manual and brand for all Preston Trail print and digital communications.
- b. Understand the processes involved from idea to execution with Preston Trail internal communication and external marketing in both print and digital media.
- c. Work to create a clear pathway for action and response regarding all Preston Trail communication.
- d. Assist in comment moderation on all social media platforms and building online community through groups and engagement with followers.
- e. Moderate the collection, curation, and integration of user-generated content on social media and website.
- f. Learn marketing tactics for print and/or digital media to combine marketing with overarching strategic goals.

VII. ORGANIZATIONAL RELATIONSHIPS

Work with: Teaching Pastor, Worship Leader
Report and review by: Communications Director

VIII. Employment Classifications

- a. Category: Part-time
- b. Number of Hours: 29
- c. Exempt/Non-Exempt: Exempt
- d. Employee Class: Ministerial/Managerial

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization. This job description is subject to change at the discretion of the organization.

Preston Trail Community Church is a religious organization and reserves the right to hire based on the basis of religion.