

Church Relations Director Job Description

General Description

Application due date: Wednesday, June 10, 2026

Successful candidates will be called for an interview on June 11.

The Church and Community Relations Director will be responsible for delivering a program that connects The Mission resources (staff, volunteers, facilities, programs, and equipment) to our church family.

- **Start date:** Monday, June 22, 2021
 - the successful candidate might have the option of working with the outgoing director the first week for training and orientation.
- **Hours:** Part-time (16 hours/week)
 - Monday – Thursday. 8:30am – 12:00.
 - Participation in the Screen Team rotation.
- **Reports to:** Lead Pastor
- **Hourly Wage:** \$20.70
- **Big Idea** -> Networking with Community and Local Service Agencies, Marketing The Mission to our church family and surrounding communities, Managing the inflow of information into The Mission
- **Qualifications:** The position requires a highly motivated, highly confidential, independent, creative person with great interpersonal skills, and an applied knowledge of the operation of a computer (MS Office Suite which includes Word, Excel, and PowerPoint). A sound knowledge of how to use social media to benefit our community and website maintenance.
- Regular attendance to our Sunday morning worship service.

Key Components

1. *Media Relations (social and conventional)*

- a) **Overseeing the production or updating of in-house media:** Preparing Sunday Service needs (Easy Worship, power point, announcements, photos, message content, prepare Easy Worship (or print lyrics for outdoor services), Creating and printing bulletins, uploading the previous Sunday's service, etc.
- b) **Participate in the screen team rotation:** The successful candidate will go on rotation with the team that operates the Sunday morning media.
- c) **Overseeing our church or community promotional campaigns or events** (Mission Kids, Summer Camp, Youth Events, Fundraisers) through a weekly newsletter via email, Facebook, Website, local radio or newspaper ads or public service announcements, etc.

2. *Church Relations*

- a) **Connecting the people of The Mission to each other** by overseeing the gathering, filtering and dispensing of information about our church family events or people (births, deaths, graduations, birthdays, weddings, bridal showers, and other exciting news) via the bulletin, PowerPoint announcements, our email prayer chain, our website, our Facebook page, our directory or live person to person, or telephone. Updating the directory as needed.
- b) **Connecting the people of The Mission to:**
 - i) **our staff** (handling inquiries, contact information, photos)

- ii) facilities (including rental of building, gymnasium, Mission Park, etc.),
 - iii) programs (small groups, youth ministry, children's ministry, etc.),
 - iv) policies (membership, plan to protect, facility rental policies, etc.) via bulletin, PowerPoint pictures or announcements, our website, our Facebook page, our directory or even...live person to person contact or telephone
 - v) volunteer and/or training opportunities to help engage and enhance our mission at The Mission and in our community (teacher training, small group leadership training, worship team training initiatives like sound, PowerPoint, and lighting, plan to protect training, parking attendant training, usher training, coffee counter training, etc.),
 - vi) Be In Christ News and Events through live announcements Sunday morning, bulletin announcements, Facebook, website, email or through posters, signs or other promotional pieces.
- c) Maintaining and updating The Mission databases and office equipment contracts and other administrative duties directed by Lead Pastor.

3. Community Relations

- a) Connecting the people of The Mission to local social agencies: The Norfolk County Help Centre, The Norfolk Pregnancy Crisis Centre, The Haldimand-Norfolk Health Unit, Norfolk area Public Schools, and other churches for the purposes of building cooperation to better serve the community.
- b) Connecting the people of our Community to events at, or affiliated, with The Mission: Fundraising events, Concerts, Youth For Christ Events, Promoting Help Centre Public Health Nights, Public School fundraising initiatives, Outreach opportunities via promotional tools like word of mouth campaigns, posters, tickets, bulletin board, road sign, and other creative initiatives.