

Church Relations Director Job Description

General Description

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 and community.

- **Start date:**
 - We will work with the successful candidate to negotiate a start date.
 - the successful candidate also has the resource of previous directors to gain training and orientation from as needed.
- **Hours:** Part-time (16 hours/week – Tuesday – Friday mornings but some flexibility is offered)
- **Reports to:** Lead Pastor
- **Hourly Wage:** \$20.00/hour
- **Big Idea** -> Supporting our Sunday services, Marketing The Mission to our church family and surrounding communities, Managing the inflow of information into The Mission and Networking with Local Service Agencies
- **Qualifications:** The position requires a highly motivated, great interpersonal skill, highly confidential, independent, creative person with 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)
- There will be a 3 month probation period, after which, an evaluation will be performed with the possibility of a formal job offer to be made for a longer period of time.

Key Components

1. *Supporting the existing programs at The Mission*

- a) Meet regularly with the other staff and execute any administrative tasks that help support their efforts.

2. *Community Relations*

- a) **Connecting the people of The Mission to local social agencies** i.e. 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** i.e. Fundraising Soccer Tournaments, 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 and other creative initiatives.

3. *Media Relations (social and conventional)*

- a) **Overseeing the production or updating of in-house media** i.e. bulletin, Sunday PowerPoint needs (photos, announcements, message content), directory, etc.
- b) **Joining the screen team rotation:** the director will be placed in a rotation with other team members who run the computer for the Sunday morning service.
- c) **Overseeing our church or community promotional campaigns or events** (Mission Kids Picnic, Youth Events, Soccer Tournaments or Leagues, 3 on 3 Basketball Tournaments and Leagues, Ball Hockey

Tournaments or Leagues, Fundraisers, Concerts in the Park, Church in the Park) through Facebook, Twitter, Website, local radio or newspaper ads or public service announcements, etc.

4. 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 even...live person to person or telephone.

- b) Connecting the people of The Mission to:
 - i) our staff (handling inquiries, contact information, photos, short biographies)
 - ii) facilities (including rental of building, gymnasium, Mission Park, etc.),
 - iii) programs (small groups, youth ministry, children's ministry, college and career, Alpha, seniors, AA, 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.