

Lakeside Church of Worthington, MN
Communications Director with Media/Tech Emphasis
Ministry Description

Position: Communications Director

Reports to: Pastoral Staff

Responsible for: Corporate communications with media/tech. emphasis

Classification: Part-Time (10-20 hrs)

Compensation: Dependent on Experience

Description: Lakeside Church of Worthington is looking for an individual who is gifted in creative arts, administration, to help us communicate the mission and vision of our church. There will be significant leadership development and ministry training, as you get hands on experience teaching and discipling within our multicultural context. This person may wish to carry out the mission of the church in this position in addition to another full or part time job.

Qualifications:

- Follower of Jesus Christ and pursuing the Lord
- College graduate or equivalent work-related experience preferred
- Excellent communication skills
- Possess creative ability and design capability
- Proficient with grammar and the English language
- Strong computer and social media skills and ability to learn new programs
- Familiarity with Planning Center Online & Proclaim presentation software
- Video Editing Knowledge and Experience
- Proficiency in the use of standard office equipment
- Strong organizational and administrative skills
- Ability to make quick decisions and be flexible
- Ability to work well with other staff and volunteer team members in a mutually teachable, mutually submissive collaborative environment
- Passionate about disciple making and willing to be involved in a Missional Community Group

Responsibilities:

- **Digital Media Communications (30%)**
 1. Website updates/upkeep
 2. Graphic design for promotional material
 3. Updating content for our app - current information, graphics, music, etc.
 4. Social media - Facebook, Twitter
 5. Planning Center Online

6. Editing and uploading video messages
7. Life@Lakeside weekly e-newsletter

- **Print Media Communications (20%)**

1. Prayer sheet
2. Bulletin/bulletin inserts
3. Connection Cards - first time visitors, requests for baptism, prayer, membership
4. Promotional flyers, registration forms, and information sheets

- **General Administration (20%)**

1. Reception - answering calls and being the “face” of the office
2. Maintain office hours – Monday through Thursday, 9:00-3:00
3. Help with Child Check-In systems
4. Manage Connect Desk
5. Attend staff meeting
6. General staff needs

- **Worship Arts Media (20%)**

1. Update Proclaim - presentation software
2. Maintain/upgrade worship technology
3. Responsible to help coordinate special events - conferences, funerals, weddings

If desired, this position will also provide an environment for targeted ministry development including disciple making skills, pastoral care, leadership, and missional living.

- **Leadership and Ministry Development (10%)**

1. Receive weekly training in pastoral ministry
2. Hands-on ministry opportunities - teaching, congregational care, etc.
3. Missional Community model training
4. Leadership development
5. Assist with shaping the ministries of Lakeside Church