

Social Media & Photography Team Application

Please complete this form and return it to Alicia Somers or the Connect Desk

Name: _____ Phone: _____

Email: _____

How long have you been attending Keystone? _____

1) Briefly describe why you would like to be part of the Social Media or Photography team:

2) Preferred areas of interest (check all that apply – descriptions are on the back):

Photographer Online Host Digital Hospitality
 Content Creator Web Coordinator

3) Your availability for a Sunday position:

How many times a month are you available to serve?

Once Twice Three times Four times

During which service(s) would you like to serve? (check all that apply)

1st (9:00am) 2nd (10:30am)

Which week(s) of the month do you prefer to serve? (check all that apply)

1st 2nd 3rd 4th 5th It doesn't matter

4) What is your preferred social media platform(s)? And what is your username?

Social Media & Photography Team Job Descriptions

Each member of our team plays a vital role in making Keystone a warm, welcoming, and hospitable place. Our mission is to help lead people in a growing relationship with Jesus wherever they are in life through the social media content we create and the relationships we develop.

- **Photographer:** Be a friendly face behind the camera. Capture moments that show what Keystone is all about. Look for ways to capture our core values being lived out. Find or create opportunities to fulfill specific photos the content generators request. We ask that you have 10 photos edited and uploaded to the provided album within 24 hours of serving. Our photographers get to be a part of all the excitement, energy, and love that makes Keystone Church feel like home to so many while documenting and preserving memories for all. We ask our photographers to serve for 2 services a month plus any events you choose.
- **Online Host:** We have three types of Sunday service host positions. All host positions work together to create conversations, welcome online attenders, and post quotes from the service that are meaningful to you. Our admin host is the account with the orange circle picture. This host starts the chat feed, shares to groups on Facebook, posts provided links during announcements, and launch moments on the online platform. The conversation host is our primary greeter and conversation starter. This person is key to creating a fun, friendly, and welcoming atmosphere for our online community simply by chatting with people. The prayer and connection host is the account with the white circle picture. This host will be the primary person to pray with people who request private prayer chats. This host will record any prayer requests the person in the chat wants to be added for the staff or prayer team. There will be other special connection chats done periodically that this host would also be the primary person to chat with people that respond to them. We ask our hosts to serve for 2 services a month.
- **Digital Hospitality:** This is for people who love to connect with others on social media platforms! You will be part of a team of people helping to create a fun, friendly, and welcoming atmosphere for our online community simply by chatting with people. Always be looking for opportunities to start conversations in comments on Keystone posts, and share posts and what we do here at Keystone with your online community. We ask our digital hospitality team to serve 3-5 times a week or about 20-30 minutes total time per week.
- **Content Creators:** Our content creators create and post engaging content, typically once a week unless otherwise planned with the coordinator. A content creator may choose to work on only one platform. For example, we have Instagram content coordinator and Instagram stories content creator positions. You will be creating the content that helps create a fun, friendly, and welcoming atmosphere for our online community. Content creators also share in the digital hospitality role by always looking for opportunities to start conversations in comments on Keystone posts, and share posts and what we do here at Keystone with your personal online community. Our content creators generally serve once a week.
- **Web Coordinators:** Our web coordinators work with us to improve our website and app, keeping them user and guest friendly. They will work with the coordinator on special projects like Google ad grants and verified tours, reply to reviews, improve search titles on website(SEO), and other tech tasks on an as needed basis. We ask our web coordinators to serve 3-5 times a month.