

**CITY CENTRE BAPTIST CHURCH INC.**  
**Support Staff Position Description**

**Director of Communications**

**Accountability:** The Director of Communications reports to the Associate Pastor and is accountable to the Senior Pastor. The Director of Communications will submit a yearly ministry plan prior to the fall kick-off and will prepare a technical budget to be submitted as a part of the annual budget in June. He/she will be reviewed annually based on this job description and the yearly ministry plan.

**Status:** Permanent Full-time (40 hours per week)

**Remuneration:** Salary/benefits established by the Ministry Board and reviewed annually

**Works closely with:** Pastoral Staff, Office Staff, and Congregation.

**Supervises:** Supervises and gives direction as appropriate to lay Volunteers.

**Qualifications:**

- Biblically qualified as a Deacon/Deaconess: 1 Tim 3; Titus 1:6-9. (if married, spouse must also meet the Biblical standard)
- Models an active and growing Christian faith, character, lifestyle, and testimony.
- Committed to follow and champion the Doctrines, Covenants, Mission, and Core Values of CCBC.
- Excellent communications skills; friendly, patient and gracious with church attendees.
- Proficient in the relevant software programs, demonstrated ability to learn and master new hardware and software systems quickly
- Well developed sense of proper sound, dynamics and effective presentation environment specific to the context of church ministry (e.g. worship services)
- Strong leadership ability with demonstrated history of coaching others to learn technical skills
- Spiritually mature; a team player; an accountable servant-leader with a teachable spirit.
- An active or contingent CCBC Member.

**Summary:**

*Communication is a foundational component of church ministry. The preaching of the gospel and discipleship of God's people is largely dependent on our ability to communicate effectively, both in large groups and smaller circles. The Director of Communications plays a key role in ensuring that we are optimally equipped to conduct these forms of communication at their most efficient and effective level. They must be passionate about designing and facilitating creative and compelling messaging. By bridging technical skills with an understanding of contextualization and ministry goals/priorities, the Director of Communications facilitates church operations resulting in a clear, balanced presentation and living out of the gospel.*

## **Specific Responsibilities**

### **1. Worship (35%)**

- Sound engineering of all regular worship services and special events, and/or delegation to qualified and trained ministry servants
- Subject Matter Expert on sound reinforcement, projection, lighting and video recording as well as all hardware and software used within the worship operations
- Training and supervision of sound operators, lighting operators and projection operators
- Develop, implement and/or enhance video recording, post-production of services, broadcast mixing and online distribution/streaming of services
- Support of scheduling and rehearsals

### **2. Communications (35%)**

- Creative design and production for all print communications (including brochures, promotional materials, events, flyers and the weekly Bulletin), as well as other media such as sermon slides, announcements, etc
- Design, updating and maintaining of the church Website; developing a comprehensive strategy to leverage the Website and other Internet communication tools such as Facebook, Twitter, mobile App's, etc.
- Subject Matter Expert on RightNow Media, develop and implement original content and its strategize ministry use
- Leveraging the use of the church LED sign to serve, inform and reach the community
- Coordinate communications messaging with the Office Staff and Church Calendar to ensure consistency and clarity
- Propose and develop upgrade paths and plans for communication systems to best leverage technology in the outreach and discipleship ministries of the church

### **3. IT & Administration (20%)**

- Subject Matter Expert on all computer hardware and software used by the church administrative and ministry team
- Interface with Office Manager to ensure adequate support of staff
- Manage and troubleshoot Canon printer and other office equipment
- Manage and troubleshoot office Network (Internet)
- Manage and coordinate wireless phone plan and equipment
- Manage and troubleshoot Hosted Exchange email accounts, Egnyte file sharing and Outlook calendar sharing

### **4. General Responsibilities (10%)**

Depending on gifting, the Director of Communications will be assigned to or included in other general support responsibilities in consultation with Senior Pastor and/or Associate Pastor.