



Ministry Assistant for Communications

Who are we?

Grace is a congregation of the North American Lutheran Church located in Springfield, Ohio. Our mission is to be a caring community of believers. We are dedicated to equipping people who are “Growing in Grace.”

- G**rowing in God's word
- R**e-telling His Story
- A**pplying their Spiritual gifts
- C**ultivating accountable relationships
- E**xalting God through worship

In all things we seek to be a church that is “Receiving the Lord and Revealing His Love.”

What are we looking for?

We are searching for a Ministry Assistant for Communications to help us on this mission. This position will be integral in the preparation and sharing of our church's communications through our printed and online media in addition to being our first line to greet our members and visitors. This position will be key to connecting our people and community to the information we want to share.

We are looking for a creative, friendly, and energetic person. A person whose relationship with Christ and Christian character are fit for Christian work. We are looking for someone with relevant gifts and experience to thrive in this role.

How to respond

If you think this might be for you or someone you know, we'd love to talk with you about this position. Please contact our Grace Executive Director Sandy Thompson (sandy.thompson@grace-nalc.org) 937.399.6257 with your resume and a brief explanation of your interest in the position including how you see your qualifications preparing you to succeed in this role.

GRACE EVANGELICAL LUTHERAN CHURCH

Job Description

TITLE: Ministry Assistant for Communications

POSITION SUMMARY

This position has primary responsibility for preparing the printed documents and projected images for the worship life of the congregation. They are the first face and voice for Grace Evangelical Lutheran Church, greeting members and visitors and maintaining communications both internally and externally. This is part-time regular position, requiring 20 work hours per week. Hours are flexible but preference is 4-5 days/week.

DUTIES AND RESPONSIBILITIES

1. Prepare and create content for all printed publications for the church. This includes but is not limited to funeral bulletin(s), the monthly newsletter, and ministry brochures.
2. Prepare the Annual Report.
3. Prepare the PowerPoint presentations for use in worship and in the narthex.
4. Manage the Grace App, social media, and website including weekly updates, announcements, and other content.
5. Forecast and maintain announcements and communication including but not limited to the Narthex bulletin boards, Sunday School table tents, and other posters throughout the building.
6. Create and publish News Releases for local media.
7. Recruit, train and develop office volunteers and mass mailing volunteers.
8. Oversee system of sending grief recovery books.
9. Oversee the preparation of the lector readings.
10. Organize mass mailings of postcards and other promotional material.
11. Work with other staff to prepare and post the weekly activities calendar, the Prayer and Praise sheet, worship report and the staff report.
12. Answer the phone and greet visitors to the building.
13. Provide secretarial support for the pastors and staff as needed.
14. Maintain inventory of congregational property and equipment.
15. Attend staff meetings.

ADDITIONAL RESPONSIBILITIES: could be expanded to include, with additional hours:

16. Website upgrade and maintenance.
17. Technology support and coordination of projects/media

REQUIRED QUALIFICATIONS

Education: High school diploma. Degree or training in Communications, Marketing, or Graphic Art is a bonus.

General Work Skills Required:

- Confesses Jesus Christ as personal Lord and lives a Christian witness on the job and off, demonstrating an active commitment to the disciple-making mission of the Grace congregation.
- Enjoys and works well with people.
- Willingness to jump in as needed and eagerly contribute as a helpful, positive member of a healthy ministry team.
- Manages time effectively and productively.
- Exhibits initiative and industry, and energetically takes the initiative to obtain necessary job knowledge and skills.
- Demonstrates an understanding and willingness to maintain a high level of confidentiality related to all facets of ministry work.
- Communicates clearly, orally and in writing, in Standard English
- Takes the initiative to obtain necessary job knowledge and skills.

Specific Work Skills Required:

- Must be proficient in the Microsoft Office suite of programs (especially Excel, Word, Publisher, and PowerPoint), and able to learn other necessary computer and online applications.
- Able to manage numerous tasks and volunteers simultaneously.
- Attention to detail.
- Effective in troubleshooting and problem solving.
- Bonus: Experience in Website and social media design and maintenance

SUPERVISION

The Church Administrator will provide ongoing supervision for this position, including a formal evaluation once a year.

COMPENSATION

The salary and benefits for this position will be commensurate with the employee's experience, the Grace staff handbook, and the Grace annual budget.

Grace Evangelical Lutheran Church

1802 Saint Paris Pike, Springfield, OH 45504 – 937-399-6257

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () _____ E-mail Address: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If so, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Previous Employment

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Describe any training received relevant to the position for which you are applying _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____