



POSITION DESCRIPTION – COMMUNICATION SERVICES

HOURS: Full Time (40 Hours, Monday-Friday) Non-Exempt

SALARY: Based on experience

REPORTS TO: Personnel Officer

QUALIFICATIONS: Demonstrate a positive attitude, be comfortable with time-sensitive information, be able to prioritize work to meet deadlines, and possess strong communication skills while working in a team environment. Must have experience in word processing with editing and proofing using Microsoft products (Word, PowerPoint and Publisher) and Adobe products (i.e. Premier Pro, Soundbooth and Dreamweaver). This person will demonstrate confidentiality and be sensitive to the needs of people seeking out the ministry of Timothy Lutheran Church.

RESPONSIBILITIES INCLUDE:

1. Create, print and distribute weekly Tri-fold, announcements, inserts and large print bulletins.
2. Create, print and distribute quarterly publications "Get Connected" and "Celebrate".
3. Build Pre-Service Loops and Power-Points for all worship services.
4. Load Power-Points and video in sound booth at both North and South Campuses.
5. Print and distribute copies of printed Power-Points to Pastors and Worship Leaders.
6. Print and distribute copies of "Order of Service" to organists and Power-Point operators.
7. Create or modify funeral bulletins and print as requested.
8. Create media for special services, Christmas, Easter, Cantatas, etc.
9. Send, via e-mail, weekly communications (prayers, announcements, etc).
10. Develop, update and manage the Church and School Websites as webmaster.
11. Edit and upload weekly sermons to Vimeo and display on our website.
12. Direct and edit all requested video projects from short interviews to more created video clips and skits to be used in ministry or as promos.
13. Create, edit and distribute any videos of special programs or music events.
14. Information Technology
 - a. Big Eye
 - b. Liaison between Timothy and contracted technology services
 - c. Computer updates, training and troubleshooting
 - d. Shelby
 - e. Telephone System
 - f. Update North and South TV Announcements
 - g. Bulk Mailings