



Media Ministries Coordinator

Do you like helping people stay connected to their local church using digital media? Are you interested in sharing your creative gifts and talents with an active church community? Does working with an energetic and motivated staff appeal to your creative senses? If this is something you're interested in, keep reading!

Part-Time, 20 hours/week, \$15/hour

Vision:

Alive in Christ's Love, Growing as Disciples; All called and gifted by God.

Mission:

We exist to reach out with God's love, to connect and equip all as transformed disciples of Jesus Christ for service in the world.

Values:

- **Inclusivity** across the generations; **Diversity** of God's creation; **Generosity** of spirit and gifts; **Outreach** in the community and world; **Prayer** as our connection to God and others; **Love** as evidence of God's presence in our lives; **Covenant Relationships** through small groups and worship; **Spiritual and emotional growth** through Bible study; **Discipleship** as a way of serving and following Jesus Christ.

Summary: The Media Ministries Coordinator at Clemmons United Methodist Church is a part-time position that will work with other ministry leaders to ensure that there is clear and helpful digital content on multiple platforms - social media, web, Sunday morning and Special Service visuals - that fits the tone and message of our vision, mission, and values.

Accountability: The coordinator reports to the Senior Pastor and works in consultation with the Equipping and Discipleship Minister for an overview of ministry communication needs. The coordinator also serves as the staff representative for the Communications and Technology Committee of the church's Leadership Board.

Qualifications: Prior experience creating and effectively communicating through a variety of digital platforms; willingness to be a team player; cooperative and flexible personality; responsiveness; and ability to recruit and train teams of volunteers with the help of supportive church leaders. Knowledge of presentation software (like ProPresenter) is ideal.

Duties:

- Attend weekly worship planning and staff meetings to connect with other ministry leaders in order to create digital content for ministry activities and events of the church.
- Create and maintain content on the church website and social media (Facebook and Instagram) that is consistent with visuals from all platforms and accurately conveys information about the church's ministries and events.
- Create slides used during Sunday morning and special worship services.
- Serve as the Staff Representative of the Communications and Technology Committee. This committee exists to provide support to church staff, other committees, and ministries to aid the development, implementation, and ongoing evaluation of internal and external communications, through a variety of platforms (existing and emerging) and technologies, that support the overall church mission and help everyone feel welcome, knowledgeable about, and included in our congregation.
- Be willing to learn and use A/V equipment used for Sunday morning and special worship services.
- May require some evenings and weekends.
- Other duties as assigned.