

Hawthorne Lane United Methodist Church
Director of Communications

Interested applicants may submit a cover letter and resume to dmartin@hlumc.org

Profile

A Christian leader, who with the help of the laity, will connect the church with our larger community, foster the building of relationships within the church and community, and direct all communications at Hawthorne Lane United Methodist Church.

Qualifications

- A Christian committed to spiritual growth with experience in communication and web design
- Support and uphold the values of The United Methodist Church and Hawthorne Lane United Methodist Church
- Ability to work with all persons
- Experience in leadership, training, recruiting, and working with volunteers
- Strong written and verbal communication skills
- Bachelor's degree preferred
- Proficiency in use of technology, including social media, e-mail, Microsoft Office, and website maintenance
- Ability to use and be trained in relevant design, worship media, and communication software

Accountability

This position will work in cooperation with and under the guidance of the pastor and the Staff-Parish Relations Team.

- Report directly to the pastor for supervision
- Receive annual evaluation from the Staff Parish Relations Team and pastor
- Work in cooperation with the entire staff team
- Responsible and subject to United Methodist polity and teaching, local church policies as determined by the Charge Conference, pastor, and Staff Parish Relations Team

Responsibilities

- Live an active and faithful Christian life
- Develop relationships with church members and community members
- Be present and available periodically during Sunday morning worship and other church activities
- Be a liaison in communicating between the church and other community organizations
- Be present at weekly staff meetings in person or via video conference
- Develop a church wide communication plan including web-based communication, print communication, design, and branding
 - Electronic communication
 - Develop, compile, and distribute weekly "Hawthorne Happenings" e-newsletter

- Coordinate with volunteers in communicating through the weekly “call-me” phone messages
- Manage contact information database through ACS Realm church management software
- Website maintenance
 - Maintain communication of accurate and timely information through the church website
 - Work with staff and volunteers to highlight activities and other events on the church calendar
 - Periodically work with web developers to improve church website functionality
- Social Media
 - Post regularly regarding past and upcoming church events on relevant social media accounts
- Worship Livestream: work with staff and volunteers to livestream weekly worship services and other special services as needed
- Print Communication
 - Develop and print bulletins for weekly worship and other special services
 - Periodically design and print mailed communication to the church and surrounding community
- Develop and oversee lay leaders to help in church communication

Schedule and Working Hours

This is a part time position, requiring 12-15 flexible hours per week, including some night-time meetings, community events and Sunday work. Hawthorne Lane United Methodist Church is committed to the practice of Sabbath keeping. A regular day off during the week will be provided.

Evaluation

The director will be reviewed after three months, and evaluated after six months by the pastor and Staff-Parish Relations Team. Afterwards, an annual evaluation will be made.

Compensation

Compensation range of \$14,000-\$16,000 per year paid every other week. The director will receive two weeks of paid vacation per year including Sunday morning and other weekly responsibilities, Other time off may be negotiated with the pastor and staff-parish relations team.

Terms of Employment

If termination of employment is deemed necessary, at least 30 days’ notice shall be given by the director unless a different amount of time is mutually agreed upon.

Background Check

A background check is required of all paid staff members at Hawthorne Lane United Methodist Church and all employees will uphold the church's Safe Sanctuaries Policy to protect children and other vulnerable individuals. A motor vehicle records check will be required of all staff and volunteers who drive any church vehicle.