



Media and Communications Ministries

First Baptist Church at The Villages is growing congregation in Marion County, FL. Started twenty-five years ago, the church now averages over 500 in attendance each year with an annual budget of 1.7 million. The church is expanding to multi-generational ministry and is poised to reach more people for Christ in a rapidly growing area. Visit the church's website at <https://fbcvillages.org/> to learn more about the congregation.

First Baptist is seeking a dedicated Christian with graphic design and media communication skills to serve as the Media and Communications ministry team member. Applicants with a bachelor's degree in communications, graphic design, or media development or similar degrees are preferred. The position offers salary, insurance, and retirement benefits. Qualified applicants should send resumes and a cover letter via email to Media-Communications@FBCVillages.org or mail to:

First Baptist Church at The Villages

Attn: Lead Pastor's Assistant / Office Manager

16523 SE 76th Chatham Ave.

The Villages, FL 32162

Purpose:

- To coordinate media and communications of FBCATV and provide administrative assistance to the associate pastor in support of the FBCATV's Purpose: Glorifying God; Mission: Engaging People; and Vision: Being Church, as a member of the church's staff.

General Responsibilities as a member of the church's Support Staff:

- Reflect the spiritual character of a Christ-follower as described in Scripture. This team member benefits from having one or more of the following spiritual gifts: administration, wisdom, helping, discernment, and faith.
- Affirm the Baptist Faith and Message 2000
- Relate to church family and guests in a Christ-like manner
- Respect the confidentiality of people and information
- Communicate thoroughly
- Cooperate willingly
- Collaborate eagerly

Specific Tasks in Media and Communications

- Coordinate all Church Communication
- Prepare churchwide communication, both print and electronic in consultation with the pastoral staff.

- Manages the FBCATV Webpage
- Communicates the internet and social media strategy to church leadership.
- Creates print communications for church services (bulletins), discipleship, evangelism, and outreach in consultation with the pastoral staff.
- Gathers content (links, photos, graphics, videos, etc.) for each social media posts and writes the copy for each caption.
- Listens to weekly services for content ideas (ex: sermon quotes, worship moments, etc.)
- Gathers the required information (photos, links, videos, etc) from ministry leaders, church leaders, and members for posts, as necessary.
- Works closely with the videographer to capture moments throughout the service.
- Collaborate with pastoral staff to develop a communication strategy including gathering information, determining how and when to communicate each piece
- Coordinate with contracted graphic design companies as needed
- Serve as point of contact with area media (e.g. *Villages Daily Sun*) regarding church activities, advertising, etc.

Specific Tasks in providing Administrative Support to Associate Pastor

- Maintain associate pastor's calendar, schedule appointments, meetings, calls, etc.
- Maintain files
- Order supplies, equipment, resources, books, etc.
- Assist Associate Pastor with organization, document preparation and communication in the following areas: Community Groups, The Vine Bible Study Ministry, Engagement Ministries, Volunteer Events, and Hospitality and Outreach Ministries.

Skills and Abilities

- The ideal candidate for this role has a mix of creative vision and technical skill, driven by a strong work ethic and passion for Christ
- Must be proficient in current media platforms
- Highly organized, able to meet production deadlines
- Close attention to detail
- Problem solving skills
- Critical thinking