

## **Ministry and Communications Director**

### **Purpose:**

To tell the story of what God is doing at Celina First in ways that are clear, creative, and consistent. This role exists to help people stay connected, engaged, and equipped by making sure communication flows smoothly and ministry details are handled with care.

### **Reports To:**

Senior Pastor and Staff Relations Committee

### **Who You Are:**

- A follower of Jesus with a heart to serve His Church
- A natural communicator who can write clearly and speak confidently
- Creative, with an eye for design and storytelling
- Tech-savvy and comfortable with tools like Canva, our app/website, social media platforms, and email/text systems (We will train on these tools. You must have the confidence to learn)
- Organized and dependable, able to juggle details without dropping the ball
- A team player who thrives on helping others succeed

### **What You'll Do:**

- **Communications & Media**
  - Lead church communication through social media, email, website/app, & text updates
  - Design simple graphics, slides, and print pieces to keep people informed and inspired
  - Make sure announcements are accurate, timely, and clear
- **Ministry Support & Organization**
  - Keep the church calendar up-to-date so events and ministries run smoothly
  - Organize sign-ups, reminder emails, and follow-ups for events and ministry opportunities
  - Assist ministry teams by handling logistics such as booking spaces and securing food or resources
  - Coordinate ongoing ministry meetings, making sure leaders have what they need

### **Why It Matters:**

This role helps bridge the gap between vision and action. When people know what's happening, when they feel seen and connected, and when ministries are supported behind the scenes, the whole church flourishes.

### **Time & Review:**

- Part-time, 15 hours per week (flexible depending on season of ministry)
- Annual review with Senior Pastor and Staff Relations Committee
- Schedule can be very flexible with a lot being able to be accomplished from home.