



**Job title: Communications Director**

**Position hours:** 10-15 hours per week; flexible schedule and location

**Summary:** Enable Surprise Church to reach and welcome as many people as possible to participate in God's transformational mission within our rich community.

**Position Responsibilities:**

1. Create Surprise Church branding guide to ensure everyone understands how and where to - use Surprise Church brand elements, both at Surprise and its church plants.
2. Create and implement an Annual Communications plan to execute the Surprise Church Master Plan.
3. Create specific event communications protocol to maximize outreach and participation while coordinating with program leaders to implement:
  - a. Big events (Family FunDay, Christmas, Easter)
  - b. Ministry Programs & Events
  - c. Sunday sermons and "snippet" videos
  - d. Harness social media use for the promotion and execution of church activities
4. Create a communications calendar to define events and timing of when they should be promoted.
5. Oversee the Communications Team, assigning tasks and serving as the liaison between team members and leaders responsible for the event (for edits and approvals).
6. Serve on the Surprise Core Team
  - a. Participate in weekly, monthly, quarterly and annual CORE meetings

**Position Goals:**

1. **Standards:** Establish the elements of a Surprise Church brand that are consistently used, regardless of the activity.
2. **Team:** Build a team of volunteers, staff, and/or vendors who specialize and collaborate across the various communications channels and platforms. Examples include graphic design, social media posts and ads, bulletin, Sunday announcements, website, and news releases.
3. **Plan:** Create an annual communications plan to welcome at least 500 new guests per year and inspire the Surprise Church community in its mission.
4. **Model** an investment in the Surprise Church community through active participation in worship and community life