

**Trinity Presbyterian Church
Harrisonburg, VA**

Position: Communications Specialist/Church Administrator

Date Prepared: 7/4/2021

Employee's Name:

Committee: Personnel

Trinity Presbyterian Church is an active, progressive, and inclusive 175-member congregation in Harrisonburg, VA. We are seeking a part-time (30 hours/week) Communications Specialist/Church Administrator.

Suitable candidates will be kind, collaborative, creative, patient, attentive to details, hardworking, and eager to embrace multiple responsibilities. The position requires competence with using MacOS, Microsoft Office, Affinity Publisher, Photo, and Designer (or similar programs), and other software and web-based applications. Job responsibilities include preparing print and web materials, coordinating building use, serving as the front line of communication for the congregation, and more.

I. General Requirements

- A. Knowledge of the Macintosh OS and computer application systems including email, Microsoft Office Suite, website management, social media platforms, and general computer proficiency. Experience with Affinity Publisher, Affinity Photo, and Affinity Designer or similar programs preferred.
- B. Familiarity with a church work environment
- C. Ability to foster a welcoming, open and friendly office environment
- D. Respect for and ability to maintain confidentiality
- E. Ability to work independently; a self-starter
- F. Willingness to learn new skills or programs as needed
- G. Essential Functions
 - A. Ability to secure reliable transportation to and from work
 - B. Ability to access all areas of the church
 - C. Ability to put office supplies away (lifting)
 - D. Ability to retrieve, distribute, or store items up to 7 feet above the ground

II. Responsibilities

- A. To be the receptionist for the church
 - 1. Greet the public
 - 2. Coordinate with delivery and/or professional services to receive deliveries or provide access to the building for needed services
 - 3. Answer the telephone and take messages.
 - 4. Check voicemail regularly and update voice mail for any scheduling changes
 - 5. Check and answer emails in a timely manner
 - 6. Provide assistance to phone callers by directing them to the appropriate community agency

7. Arrange for backup office coverage as needed (vacation, personal days, training, etc.)
- B. To perform regular office duties
1. Sort and distribute incoming mail and mail or ship items from the church as needed, including church communications to members without email or by request
 2. Order office supplies, kitchen supplies, cleaning supplies, congregational materials, and other items as needed
 3. Use or sign out the church credit card as needed, in accordance with the credit card policy, storing the card securely at all times
 4. Keep computer and paper files updated, organized, and backed up
 5. Coordinate off-site printing if needed
 6. Maintain basic time log of hours worked, including vacation, sick leave, and personal days and holidays; submit electronically to the church treasurer and pastor monthly
- C. To coordinate church communications and publications
1. A central component of this position is to gather information from individuals and groups in the church and local community to communicate it in a concise and coordinated way across multiple platforms, including copywriting, editing, and creating graphics.
 2. Communicate with House Churches, Marks Groups, Committees, and other church groups regularly to gather announcements and other information, including meeting times and locations. Meeting times and locations should be posted on the calendar and in the bulletin. Reserve meeting space in the church building as needed.
 3. Gather articles, announcements, and notices of community events of interest for dissemination in church publications and online
 4. Compose, edit, and distribute the weekly email and monthly newsletter, mailing copies to members without email or by request, and posting to the church website
 5. Update the church website, Facebook page, and other forms of social media regularly with events, announcements, and other items. Communicate with local news outlets as needed, including updating weekly worship information with the DNR.
 6. Maintain and update email and mailing lists
 7. Update online membership directory (Instant Church Directory) and Church Windows membership module, including addresses, phone numbers, and emails
 8. Maintain mailboxes at the church, distributing communication and mail, and creating name tags as needed
 9. Compose church communications as needed, retaining digital copies
 10. Maintain and post the church calendar on the office door and the church website, including links in congregational communications

11. Update birthday and baptism list and include those dates in the appropriate church publications
 12. Collect contact information for visitors, sending welcome letters and church information, and sharing information with the pastoral staff and care team
 13. Update worship links to the church website each week. Provide support for the church YouTube channel and Facebook as needed.
- D. To support the worship and ministries of the church
1. Create worship bulletins weekly and for special services, printing and/or posting online as needed.
 2. Create digital materials, including graphics, for use during the worship service, and provide any other needed support to the tech team
 3. Email or call weekly worship volunteers, including those providing communion bread
 4. Provide support and technical assistance as needed as we live into the new realities of hybrid (online and in-person) church
 5. Disseminate Presbytery and Denomination materials
 6. Serve as the “Key Communicator” for Trinity with the Presbytery
 7. Provide support and send out correspondence for church staff and other church groups as needed.
 8. Coordinate church volunteers in the office as needed
 9. Perform other duties as requested by Pastor
- E. To coordinate facility use
1. Communicate building facility use policies and fees, and coordinate paperwork and scheduling for all building use
 2. Communicate with outside groups and coordinate building access
 3. Coordinate use and distribution of the key code. Distribute and collect physical keys, maintaining a user log, in accordance with the approved key policy
 4. Call in meter readings and coordinate technician visits for the copier
 5. Coordinate with the custodians on cleaning supplies and needs
 6. Coordinate with the Building and Grounds Chair on facility needs

III. Paid Time Off

- A. For the purpose of Vacation, Sick Leave, and Personal Days, a year is calculated from the date of hire.
- B. Vacation - 10 days per year, non-cumulative, to be arranged in advance with the Pastor and in consultation with the church calendar. Vacation may not be taken in the two weeks before Easter or Christmas. Up to 5 days may be taken consecutively.
- C. Sick Leave - 5 days per year
 1. Unused sick days may be accumulated up to a maximum of 20 days

- D. Personal Days - 2 per year, non-cumulative
 - 1. Personal days are defined as discretionary days for the employee to use for purposes not covered by vacation and/or sick leave days and should be arranged in advance with the Pastor. Personal Days may not be used to extend a holiday.

- E. Holidays Observed - the office will be closed; no office backup is needed:
 - New Year's Eve
 - New Year's Day
 - Martin Luther King, Jr. Day
 - Memorial Day
 - Juneteenth
 - Independence Day
 - Labor Day
 - Thanksgiving Day
 - The day after Thanksgiving
 - Christmas Eve
 - Christmas Day
 - 1. When a holiday falls on a Saturday, the previous Friday will be designated for holiday observance. When a holiday falls on a Sunday, the following Monday will be designated for observance.

- F. Inclement Weather – the church office will follow Harrisonburg City Public School announcements for schedule changes and closure. In the event of office closure, coordinate with the Pastor to ensure essential tasks, such as bulletin production, are completed in a timely manner.

IV. Work Hours and Pay

30 hours per week

\$20.00/hr

Monday-Friday during office hours to be determined

All new hires will have a 90-day probationary period. After that period, the decision will be made to continue employment.

I have read and agree to the Personnel Policy Handbook

Signature

Date