

DIRECTOR OF COMMUNICATION & CONTENT

POSITION OVERVIEW

The Director of Communication & Content helps tell the story of what God is doing at First Missionary Church by creating clear, engaging, and timely communication for our congregation and the broader community. This role ensures that information flows effectively across all platforms—digital, print, and in-service—while supporting the mission and vision of the church.

This individual will work closely with the Lead Pastor, staff, and ministry leaders to communicate in a way that is both **strategic and pastoral**, helping people stay informed, engaged, and connected.

POSITION TYPE: Part-time (12–17 hours/week)

COMPENSATION: \$15–\$17.50/hour, based on experience

PRIMARY RESPONSIBILITIES

- Create and distribute weekly church communications, including the Midweek Messenger
- Ensure clear and timely communication of events, updates, and ministry opportunities
- Edit and publish weekly sermon videos and create short-form content for social media
- Film and produce weekly announcement videos for Sunday services
- Maintain and update the church website with current and relevant content
- Manage mass communication tools (email, text, and other platforms)


CONTENT AND MEDIA RESPONSIBILITIES

- Capture and edit photos and videos from church events and ministries
- Design visual content including slides, graphics, brochures, and promotional materials
- Support the church's online presence across platforms such as YouTube, Facebook, and Instagram
- Help shape a consistent visual and communication style across all channels


DESIRED SKILLS AND PROFICIENCIES

- Strong written communication skills
- Experience with graphic design tools (e.g., Canva or similar platforms)
- Basic photography and videography skills, including editing
- Familiarity with social media platforms and content strategy
- Ability to learn and manage church management software and website tools
- Proficiency with Microsoft Office (Word, Excel, OneDrive)
- Strong organizational skills and attention to detail



 (260) 745-4994

 www.firstmc.org

 701 W Rudisill Blvd, Fort Wayne, IN 46807

DIRECTOR OF COMMUNICATION & CONTENT CONTINUED

WEEKLY RHYTHM

- Attend weekly staff meeting
- Prepare and send the Midweek Messenger
- Create and post social media content
- Film and edit weekly video content (announcements, sermon clips, etc.)
- Update website and assist with digital engagement tools
- Support virtual hospitality efforts (forms, registrations, communication)

AS-NEEDED RESPONSIBILITIES

- Update and maintain website pages
- Capture and edit media from church events
- Design promotional materials (print and digital)
- Take and update staff/leadership photos

REPORTING AND DEVELOPMENT


- Reports directly to the Lead Pastor
- Ongoing training, feedback, and mentorship provided
- Performance evaluations at 3 months, 6 months, and annually thereafter

WHAT WE'RE LOOKING FOR


We are seeking someone who is not only skilled in communication and content creation, but who also:

- Has a heart for the local church and its mission
- Takes initiative and follows through with excellence
- Is creative, adaptable, and eager to grow
- Communicates clearly and works well with a team



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