



TRINITY FELLOWSHIP

Communications Director

Position Description

About Trinity Fellowship

Trinity Fellowship is a mature, elder-led, urban congregation nestled in a bustling suburb near Houston, Texas. The church has traditionally served middle- to upper-middle-class attendees with large families. Many of these families homeschooled their children and had strong connections to folks in the space-aeronautical (NASA), petrochemical, and medical industries.

Trinity hired a new senior pastor in August 2023 to help lead the church into its next phase of ministry, and the church has recently completed a mission and vision strategy initiative. Now, by God's grace, we are ready to add members to our leadership team to help accomplish its mission of reaching and equipping people to think, live, and be like Jesus.

Part of Trinity's strategy leverages the extensive renovation planned for its meeting space to help attendees connect with God and one another. Plans include a new platform, audio, lighting, landscaping, and common areas. It also seeks to maximize its outreach and service opportunities by investing in and partnering alongside the families attending a new on-site Christian homeschool academy.

We are asking God to bring us together with like-minded candidates to help us fill key roles needed for this vision.

Overview

The Communications Director is a remote position and hired as an employee or contractor with flat-rate monthly compensation. The Communications Director is expected to use their abilities and efforts to help the mission and vision of the church to help service the media creation, internal and external communications, and digital marketing efforts of the church.

The role will be responsible for the duties listed below, and also to help provide vision, direction, and leadership for the overall strategy and brand awareness within the community.

Position Details

Ministry Area	Communications / Media
Role	Communications Director
Reporting Relationship	Reports to the Lead/Senior Pastor
Position Type	Remote — Employee or 1099 Contractor
Compensation	Flat-rate monthly (amount to be determined)
Length of Service Commitment	Indefinite

Role Responsibilities

- 1. Graphic Design.** The Communications Director shall be responsible for providing all graphic design needs for the church, such as print designs, digital designs, sermon series, social media designs, event images, or any other miscellaneous graphics that are needed for the life and ministry of the church. The Communications Director shall work with the church leadership at a pace that is at industry standard for one individual designer and shall work to achieve approval from the church leadership for all graphics.
- 2. Video Editing.** The Communications Director shall be responsible for all video editing duties, both footage-based videos and text/animation-style videos. This includes sermon series bumpers, event promotional videos, social media video editing, and any other video editing needs of the ministry.
- 3. Social Media Management.** The Communications Director shall be responsible for managing the social media content and strategy for the church. The Communications Director shall provide and contribute to the strategy and content planning, as well as execute all designs, captions, and content required. The Communications Director shall work with the church leadership regarding any content adjustments or leadership that they deem necessary.
- 4. Website Management.** The Communications Director shall be responsible for managing and revising the website for the church. This includes making adjustments to the content and visuals of the website. Should a new website be required, the Communications Director is not responsible for creating a whole new website, but they are required to administrate and oversee that process and to provide any content needed.
- 5. Photo Editing.** The Communications Director shall be responsible for editing any photos that are taken for the church. The Communications Director is not responsible for taking the photos, but they are responsible for directing and coordinating volunteers and editing the final photos.
- 6. Email Marketing.** The Communications Director is responsible to manage and administrate any email marketing communications for the church, such as weekly newsletters.
- 7. Paid Ads and Digital Marketing.** The Communications Director is responsible for overseeing and managing all digital marketing campaigns for the church, such as social media ads, Google Ads, and SEO.



8. Sermon Publishing. The Communications Director is responsible for editing and publishing the weekly sermon on YouTube and the church website each week.

9. Meetings and Communication. The Communications Director is responsible for making themselves available for email or chat communication through regular work hours, and they are to make themselves available for one weekly video meeting with the church leadership.

Compensation

The compensation for the Communications Director role is a flat monthly rate, paid as an employee or as a 1099 contractor.

Next Steps

Candidate: Please review the Statement of Faith to ensure alignment and send your resume and portfolio link to john.white@trinityfellowship.life.
