

Communications Director

Glendale Seventh-day Adventist Church



The Communications Director leads a communications team that fosters positive public and media relations in the larger community and keeps the Church and Conference informed of relevant news and upcoming events.

Accountability

- The Communications Director serves on the Church Board.

Responsibilities

1. **Recruit** a team of individuals with literary, graphic, journalistic, social media, website and internet technology skills.
2. **Define** the Communications Ministry **goals** and **objectives** with the team in conjunction with the vision and mission of the Church.
3. **Manage** the Ministry's **budget** and **expenditures**.
4. **Pursue** opportunities to improve Glendale Seventh-day Adventist Church's reputation and **recognition** in the larger community.
 - a. **Cultivate relationships** with various local **news media outlets**.
 - b. **Get to know** civic and other community leaders on behalf of the Church.
 - c. **Manage or support** the **Church website** with the larger community in mind.
 - d. **Submit** news articles of Church events to the Indiana Conference *Connection*, Lake Union *Herald* and North American Division *Newspoints* for publication in their news magazines.
 - e. **Develop** a **Church communication system** to connect with members more efficiently and effectively.
5. **Report** on the progress of the Communications Ministry to the Church Board.