

# The Connection Faith Community

## Communications Director Employment Agreement

### Overview

The Communications Director of The Connection Faith Community shall adhere to the scope of responsibilities set forth herein and shall coordinate with the Directing Pastor to provide oversight for any public communication of The Connection Faith Community and its respective standard media and social media platforms. The Communications Director Leader shall be sympathetic to, and uphold the mission of, The Connection Faith Community, the Illinois Great Rivers Conference, the United Methodist denomination as a whole, and the Christian Faith.

### Required Skills

The Communications Director should have a working knowledge of the following:

- Digital graphics and video production using the Adobe Creative Cloud (or similar production suite)
- Promotional material publishing software, such as Microsoft Publisher (or similar)
- Website analytics, including SEO, CMS, Google Analytics, and Cloudflare
- HTML/XHTML and other web programming languages, website hosting and domain management, including the Google Suite email server
- Mobile App hosting and Developer Account management, including Subsplash & SnapPages
- Social Media management, including Facebook, Instagram, and Twitter, including oversight of Meta Creator Studio for page and group updates, and livestreaming functionality

### Duties and Responsibilities

The Communications Director will be responsible for:

- Promotional Material, Graphics, & Video Production, including...
  - Creation of the graphics package for each worship series
  - Creation of all promotional materials, digital & print
  - Uploading and publishing of graphics and communications packages
  - Creation and preparation of all graphics for worship gatherings & events
- Website and Mobile App Management, including...
  - Maintaining The Connection website with current content, updates, and graphics
  - Maintaining The Connection mobile app with weekly content, updates, push notifications, and general oversight of layout and functionality
- Social Media Management, including...
  - Managing The Connection Facebook page and group, Instagram account, (and other social media accounts as needed,) including announcement posts, event creation, livestream creation, and all other social media marketing
  - Creation of and adherence to a Calendar/schedule of communication

## Work Schedule

The Communications Director will be expected to:

- fulfill the duties outlined above at his or her discretion each week, but adhering to agreed upon deadlines and schedule,
- attend worship,
- notify the Directing Pastor of any substitute at least 14 days prior to absence unless said absence is an emergency,
- attend weekly meetings with the Directing Pastor to facilitate communication schedule.

This work should require no less than 5 hours and no more than 10 hours per week.

## Working Relationship

- This position is under the general supervision of the Directing Pastor, in conjunction with The Core Team (SPRC).
- This employee will be subject to a 90-day evaluation period as outlined in the Employee Handbook, whereupon a vote of The Core Team will continue or terminate employment.
- Any substitutions to fill in for the Communications Director during periods of absence will be the responsibility of the Communications Director.
- Compensation increase or decrease will be determined by performance as well as church budget considerations.
- The employee will be guided by the personnel standards set forth in the Employee Handbook.

## Employment Details

Name:

Effective date:

Compensation: (An annual salary to be negotiated upon by both parties)

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The parties have indicated their acceptance of the terms of this Agreement by their signatures below on the dates indicated. This agreement replaces any prior agreement.

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Print Name: \_\_\_\_\_

**Chairperson's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Print Name: \_\_\_\_\_