



THE CHAPEL OF THE CROSS MADISON, MS

Welcoming the stranger, nurturing one another, and guided by the Holy Spirit, the Chapel of the Cross strives to live the mission of Jesus Christ through prayer, traditional liturgy, Christian education, active outreach, and love of all God's creation.

PARISH COMMUNICATOR: JOB DESCRIPTION

Reporting to the Rector, the Parish Communicator coordinates the Chapel's various communications efforts including worship bulletins, electronic newsletters, website, and social media. The Communicator is also the initial contact person for parishioners and visitors in the office and/or over the telephone. The position requires strong interpersonal, organizational, and hospitality skills coupled with proficiencies with computers and standard software programs, including Adobe's InDesign, Microsoft Office, and WordPress. Familiarity with the Episcopal Church, especially her liturgy and worship, is a plus, but not required. Previous communications, desktop publishing, website development, and/or social media experience is also a plus.

Available 1 June 2019. Salary range is \$30,000.00 to \$35,000.00 per year, plus employer paid pension and 15 work days of personal and vacation leave (leave will not be granted the week immediately before or after the first Saturday in October). If needed, the parish will pay for individual health insurance through the Episcopal Diocese of Mississippi's plan. Additional coverage is available, paid by the employee.

Specific Tasks and Responsibilities:

- Maintain parish website and social media presence
- Take photographs, coordinate volunteer photographers, and/or gather parishioner photographs of the Chapel, campus, parishioners, and parish events for publication; maintain database of, and assist program staff in gathering, multimedia releases from subjects.
- Maintain parish master calendar, update website calendar, keep clergy, staff, and parishioners informed of pertinent additions or changes
- Design, prepare, and print weekly worship bulletins, in collaboration with the clergy and parish musician
- Design and prepare bulletin inserts and send two weekly electronic newsletters (Wednesday and Friday)
- Assist ministry leaders and program staff with targeted communications, taking their raw data/text and creating announcements, posts, etc. with a unified look, tone, brand, etc.
- Design, prepare, and distribute promotional materials; send other mailings or electronic messages, as needed (special announcements, newcomer cards, pledge cards, postcards for events, parish prayer list, pastoral care, & children's birthdays, flyers, church directories, etc.)
- Develop and maintain branding standard across all parish communications; assist clergy, staff, and members on use of said standard
- Distribute newcomer information to staff & prepare an updated newcomer list for every staff meeting

- Serve as primary telephone contact in the parish office during business hours; update voice mail announcements and messages as needed
- Offer generous and friendly hospitality in the parish office; respond to and assist with inquiries from parishioners and the community
- Schedule tours of the Chapel to the public as needed
- Assist the Parish Administrator and others with preparations for Annual Council, Day in the Country, parish meetings, funerals, weddings, Servant Ministry projects, holiday meat sales, cookbook sales and shipping, Parish Weekend, annual audit, fundraisers, and other events
- Other Projects as assigned by the Rector

Applicants should send cover letter, resume, and references to brobertson@chapelofthecrossms.org.