

# Bethel Lutheran Church Council

## Communications Ministry Position Description

**Job Title:** Communications Chair  
**Reports to:** Church Council  
**Position Status:** Volunteer position with 3 year commitment

**Purpose:** The Communications Ministry chair shall work with all of the Church Council and Bethel staff to ensure that congregation news, business, ministries and events are shared among all who worship at Bethel and, when appropriate, the public.

### General Job Responsibilities and Duties

1. Work with the treasurer to develop and monitor the budget for the Communications budget.
2. Collaborate with staff and volunteers to publish FootPrints quarterly; the annual report church calendar, and Advent and Lenten devotionals once a year; and Bethel Happenings and special reports/handouts as needed.
3. Monitor the website for updates as needed.
4. Look for opportunities to promote Bethel events and news in mainstream and social media.
5. Help recruit members for the AV team.
6. Work with staff and volunteers to create banners and signage as needed.
7. Help Council members as needed to create screen announcements, Facebook posts, informational bulletin boards, and handouts and reports.
8. Submit a monthly report to the Council on the communications work being done.
9. Use multiple forms of media to inform the congregation when there is an open seat on the Council because a member left mid-term, explain the application process and tell where to get more information. The congregation should be given at least two weeks to apply.