

Board of Outreach

Adventures for the Almighty Communication Coordinator

Mission Statement: Adventures for the Almighty facilitates hands-on domestic and foreign mission opportunities to share Jesus' love according to the great commission, and promotes the opportunity to serve and connect with people around the world.

Description: The Communication Coordinator is responsible for keeping accurate records. This person raises publicity and awareness about the ministry. The Communication Coordinator, as part of the AFTA leadership team, works closely with the Administrator, Treasurer and Site Leader.

Qualifications:

- Spiritually mature and active member of Trinity Ev. Lutheran Church
- Excellent organizational skills
- Ability to communicate with leadership team and rest of the congregation
- Personable and outgoing
- Passion about spreading the Gospel to get others involved in ministry
- Good grammatical skills
- Computer and Internet literate

Responsibilities:

1. Keep accurate records.
 - a. Keep minutes at meetings.
 - b. Gather post-trip updates from Site Leaders.
 - c. Provide reports to the Administrator for his/her annual report to the Board of Outreach.
2. Oversee ministry publicity and awareness.
 - a. Create blurbs for the church newsletter and bulletins.
 - b. Administer and maintain updated AFTA website with photos and the latest information that is linked to the church's website.
 - c. Gather materials and organize booths or bulletin boards for publicity purposes.
 - d. Initialize recruitment for the ministry and direct leadership team with ideas to encourage involvement.
3. Oversee post-trip updates.
 - a. Gather photos and information for church website and other outlets to inform the congregation of trip outcomes.
4. Work with AFTA leadership team to determine mission trips.
 - a. Make the final decision with the leadership team to determine mission sites.
 - b. Work with the leadership team to encourage involvement in AFTA.
 - c. Work with the leadership team to make financial decisions for trip funding.
5. Train incoming Communication Coordinator.

Time Commitment:

- 5 hours per month
- 2-year term

Relationships: The Communication Coordinator works closely with the rest of the AFTA leadership team and must be friendly with the congregation to promote the ministry.

Training: The Communication Coordinator will be trained by the outgoing Communication Coordinator. Additional resources are available through the staff minister and church staff.