

Board of Outreach

Happy Hands Puppet Ministry Publicity Coordinator

Mission Statement: The Trinity Evangelical Lutheran Church Happy Hands Puppet Ministry is a team of children and adults who share the gospel of Jesus Christ with our church, community, and the world using stories, music and humor through the art of puppetry. The Happy Hands Puppet Ministry is designed to break down barriers in order to share the gospel in creative ways that appeal to children of all ages.

Description: The Puppet Ministry Publicity Coordinator is responsible for getting information out to the congregation, school, and community regarding Puppet Ministry events. He or she serves on the Puppet Ministry team and is responsible for the visibility of the Puppet Ministry.

Qualifications:

- Active and mature member of Trinity Ev. Lutheran Church
- Faithful, available, and teachable
- Organized
- Dependable and flexible
- Computer skills with a flair for creativity
- Completed and passed the online background screening process

Responsibilities:

1. Read and follow the Child Protection Policy.
2. Actively encourage others to attend Puppet Ministry events through personal invitations.
3. Have all Puppet Ministry events added to church calendar via the church secretary.
4. Create newsletter and bulletin announcements for upcoming events, and submit to church secretary, other congregations, and the public as appropriate.
5. Create posters and/or flyers advertising Puppet Ministry events for display in the Trinity ministry center.
6. Keep Puppet Ministry visible in the congregation and community.
7. Attend Puppet Ministry team weekly meetings.
8. Perform individual tasks as assigned by the Puppet Ministry team, for the furthering of team goals.

Time Commitment:

- 4 – 6 hours per month
- 1-year commitment

Relationships: The Puppet Ministry Publicity Coordinator works with the Puppet Ministry Team Coordinator, the Puppet Ministry team, and the church secretary.

Training: Initially, the Puppet Ministry Publicity Coordinator will learn his or her responsibilities through hands-on experience. The Puppet Ministry team and church secretary will aid with the skills needed for this position. In the future, the new Publicity Coordinator will be trained by the outgoing Publicity Coordinator.