

Board of Family Ministry

Trinity Teen Ministry (TTM) Communication Coordinator

Mission Statement: Trinity's Teen Ministry serves high school aged teenagers by sharing God's Word through reverent, relevant, and relational activities that encourage teens as they are brought to God, grow with God, and walk with God throughout their lives.

Description: The Communication Coordinator is responsible for communicating information about TTM events to the congregation and general public, and for various other communication needs. The Communication Coordinator is part of the TTM leadership team, along with the Activity Coordinator, Administrator, Curriculum Coordinator, Training Coordinator, Treasurer, and Youth Minister.

Qualifications:

- Spiritually mature and active member of Trinity Ev. Lutheran Church
- Good organizational and communication skills
- Good computer skills
- Able and available to send phone text messages
- Able and available to utilize social networks (Facebook, Twitter, etc.)
- Completed and passed the online background screening process

Responsibilities:

1. Read and follow the Child Protection Policy.
2. Communicate with teens and general public.
 - a. Communicate all upcoming TTM events to teen members via church bulletin and newsletter, email, text messages and social networks in a timely manner.
 - b. Arrange for newspaper advertising of TTM events.
 - c. Develop and maintain TTM web presence.
3. Communicate with TTM team.
 - a. Track attendance of teens at all TTM events.
 - b. Prepare attendance reports and present to leadership team.
 - c. Take minutes at leadership team meetings.
4. Attend TTM leadership team meetings.
5. Encourage TTM volunteers in their duties.
6. Train incoming Communication Coordinator.

Time Commitment:

- Approximately 4 – 6 hours per month
- 2-year commitment beginning in October

Relationships: The Communication Coordinator works closely with the rest of the TTM leadership team.

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