

**EDGERTON CONGREGATIONAL UNITED CHURCH OF CHRIST**  
**JOB DESCRIPTION – Communications Coordinator 2019**

**PAY STATUS:** Hourly, 8 – 10 hours a week

**PREPARED BY:** Pastor Lori

**REPORTS TO:** Immediate Supervisor is Rev. Lori  
With oversight by the Trustees

**SUMMARY:** The Communications Coordinator serves the Edgerton Congregational United Church of Christ by sharing ministry information with the various leaders and teams of the church. The Communication Coordinator is responsible for getting the “story” of the church into the larger community.

**PRIMARY DUTIES AND RESPONSIBILITIES** (includes but not limited to the following):

**WEEKLY DUTIES:**

1. Uses information provided by the pastor to create the bulletin for all worship services; proofread, copy, fold and stuff inserts into the finished bulleting.
2. Sends out a weekly newsletter to the church using either Mail Chimp, Constant Contact or other software that makes the information easy to read and available.
3. Does at least one Facebook posting per week pertaining to church activities.
4. Updates Attendance Excel Sheet every week. Removing attendance sheets from pew pads and mark accordingly those present. The names addresses of visitors are given to the pastor.
5. Opens and distributes metered mail, and emails received by the church office.
6. Answers the church office telephone.
7. Update the prayer list (as advised by pastor) and updates the announcements in the “What’s Happening” section of the weekly bulletin insert.
8. Email a copy of the bulletin to liturgist, pastor and organist.
9. Email a copy of church information to Gary Behring our webmaster on a weekly basis.

**MONTHLY DUTIES:**

1. Once a month there will be a newsletter created with Constant Contact or Mail Chimp (or other software) that includes submissions from Board chairs and church leaders. The Communications Coordinator will invite submissions from church leaders. This will be copied and mailed to individuals who do not use email.
2. Change the information and decoration on the two bulletin boards in the office hallway and one in the sanctuary to reflect events in the church along with highlighting the holiday of the month.
3. Check the pew racks to make sure each one has pens/pencils, offering envelopes and pew pads.
4. Request from each Board and Council meeting minutes for official church record.
5. Update the church directory information and church family database.

**AS NEEDED DUTIES;**

1. Maintains office supplies (paper, pens, tape etc...) via a pre-paid Visa card.
2. Makes calls to businesses or supply companies as asked by the pastor.
3. Collect, assemble, and copy yearly annual report packets.
4. Call local papers as requested to change advertisement information.
5. Create forms for flowers and order flowers for holidays.
6. Turn in reports to the Wisconsin Conference of the UCC or the national office of the UCC as necessary.
7. Develop liturgist schedule that includes Sundays, and various holidays.
8. Maintain church records.
9. Make name tags for new members.
10. Other administrative or research project work as assigned.