

**Lakeside Church of Worthington, MN**  
**Communications Director w/ Worship Emphasis**  
**Ministry Description**

**Position:** Communications Director (w/ an emphasis in Worship Arts)

**Reports to:** Pastoral Staff

**Responsible for:** Corporate communications and worship arts media

**Classification:** Part-Time to Full-Time (30-40 hrs.)

**Compensation:** Dependent on Experience

**Description:** Lakeside Church of Worthington is looking for an individual who is gifted in creative arts, administration, and worship arts to help us communicate the mission and vision of our church. There will be significant leadership development and ministry training as you get hands on experience teaching and discipling within our multi-cultural context.

**Qualifications:**

- Follower of Jesus Christ and pursuing the Lord
- College graduate or equivalent work-related experience preferred
- Excellent communication skills
- Possess creative ability and design capability
- Proficient with grammar and the English language
- Strong computer and social media skills and ability to learn new programs
- Familiarity with Planning Center Online & Proclaim presentation software
- Basic worship technology proficiency - sound, lighting, projection
- Video Editing Knowledge and Experience
- Proficiency in the use of standard office equipment
- Strong organizational and administrative skills
- Ability to make quick decisions and be flexible
- Ability to work well with other staff and volunteer team members in a mutually teachable, mutually submissive collaborative environment
- Passionate about disciple making and willing to be involved in a Missional Community Group

**Responsibilities:**

- **Digital Media Communications (30%)**
  1. Website updates/upkeep
  2. Graphic design for promotional material
  3. Updating content for our app - current information, graphics, music, etc.
  4. Social media - Facebook, Twitter
  5. Planning Center Online

6. Editing and uploading video messages
7. Life@Lakeside weekly e-newsletter

- **Print Media Communications (10%)**

1. Prayer sheet
2. Bulletin/bulletin inserts
3. Connection Cards - first time visitors, requests for baptism, prayer, membership
4. Promotional flyers, registration forms, and information sheets

- **General Administration (20%)**

1. Reception - answering calls and being the “face” of the office
2. Maintain office hours – Monday through Thursday, 9:00-3:00
3. Help with Child Check-In systems
4. Manage Connect Desk
5. Attend staff meeting
6. General staff needs

- **Worship Arts Media (25%)**

1. Coordinate and train sound, lighting, and projection techs
2. Update Proclaim - presentation software)
3. Maintain/upgrade worship technology
4. Responsible for coordinating special events - conferences, funerals, weddings

*This position will also provide an environment for targeted ministry development including disciple making skills, pastoral care, leadership, and missional living.*

- **Leadership and Ministry Development (15%)**

1. Receive weekly training in pastoral ministry
2. Hands-on ministry opportunities - teaching, congregational care, etc.
3. Missional Community model training
4. Leadership development
5. Assist with innovating & shaping the ministries of Lakeside Church