

St. Luke's United Methodist Church

2700 West Villa Maria ■ Bryan, Texas 77807

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[www.stlukesbcs.org](http://www.stlukesbcs.org)

November 17, 2021

To Whom It May Concern,

I am the Reverend Thomas Harper of St. Luke's United Methodist Church in Bryan.

Our Communications Coordinator is graduating from Texas A&M in December. We are most excited to say he has also been accepted into Seminary and will be moving away after graduation.

This leaves our church needing to fill his position as soon as possible. I have attached a brief job description hoping your church will post this need and help us find a strong candidate for St. Luke's.

Should you have any questions please contact us at the number furnished below.

We are most grateful for your assistance.

Kindest Regards,

*Thomas Harper*

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**St. Luke's United Methodist Church**  
**Bryan, Texas**  
Page 1 of 3

## **Communications Coordinator**

This is a part time (20 hrs. per week) paid position with no benefits. *Starting* pay rate is \$9.62 per hour. Candidate will work closely with the Senior Pastor. The primary function of the Communications Coordinator is to facilitate all church wide communications so that all communications are accurate, consistent, and timely. This person must, like other church leadership and staff, be of the Christian faith who is actively pursuing their Christian walk by participating in a small group bible study.

This position contains the following list of duties, which is subject to change as needed for the church by the Senior Pastor or the Board of Stewards.

### **Skills:**

- Excellent organizational skills
- Excellent communication skills
- Ability to interact with diverse personalities
- Proficiency with word processors, publishing software, web site tools or software, and various social media outlets

### **Responsibilities**

#### **Internal Communications**

- Run and maintain our live stream on Sunday mornings
- Maintain a master events calendar, including calendar on the church's website/homepage
- Oversee development and updating of brochures and other visitor and informational materials
- Create/obtain graphics for various visuals including announcement slides and sermon series promo

#### **External Communications**

- Website- update and maintain with current content, refresh and redesign as needed
- Keep activities and events of the church in front of the community by various outlets of social media such as Facebook, Twitter, YouTube, and others
- Use Mail Chimp and Text in Church (or similar platforms) to communicate directly with patrons
- Coordinate all external marketing efforts including newspaper, radio, TV, community calendars, flyers/door hangers, direct mailings, and others

#### **General Office Support**

- Coordination with other Administration and church staff
- Maintain consistent regular office hours for the church

**St. Luke's United Methodist Church**  
**Bryan, Texas**  
Page 2 of 3

**Communications Coordinator Job Description: Cont'd.**

**Pastoral Support**

- Assist the Senior Pastor with scheduling and calendaring
- Assist the Senior Pastor with membership and visitor communications and follow-up

**Other Duties Support**

- Attend events, coordinate the taking of pictures
- Connect with leaders and staff of the church to facilitate good channels of information flow
- Assist church leaders and staff with developing and implementing their communication needs
- Develop a proposed annual budget for all communications and promotion related activities

**Additional Job Description Details and Descriptions**

**Position Requirements:**

- Ensure and maintain that communications and messages adhere with the mission and vision of St. Luke's UMC
- Identify, establish, and maintain relationships with communication related vendors
- Maintain compliance with vendors supplying communication services to St. Luke's UMC
- Ensure compliance with copyright laws and regulations
- Financial responsibility and oversight of communications budget and expenditures
- Technical understanding of computers and information technology

**Internal Communications:**

- Coordinate with other staff, specifically the Administrative Assistant, with regard, to all events placed upon all calendars. Further, identifying and making sure with other staff that all calendar events and information is readily available to all staff.

**External Communications:**

- With regard, to maintaining a calendar, identify what information needs to be available to the members and the general public and maintain that calendar. This calendar should ideally be available and accessible on St. Luke's website as well as various other means including social media.
- Monitor social media for inappropriate messages, comments, or advertisements

**St. Luke's United Methodist Church**  
**Bryan, Texas**  
Page 3 of 3

**Communications Coordinator Job Description: Cont'd.**

**General Office Support:**

- Work with other staff, specifically the Membership and Attendance Assistant as well as the Administrative Assistant, to maintain current and usable email and regular mailing list

**Other Duties:**

- Maintain a Communications Manual to include key items related to the communications activities including but not limited to:
  - List of vendor contacts and contact information
  - List of various account login and passwords
  - List or file historical advertisements and communication publications

I understand all the expectations of Communications Coordinator and accept the position as defined.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Revised: 5/2021  
Approved by St. Luke's Board of Stewards: 6/2021