

Trinity Mennonite Church (TMC)

32023-232 Ave W. Foothills, AB T1S 4A9

Communications Coordinator Job Description

Updated March 2019

Appointment by: Church Council

Reporting to: Pastor of Trinity Mennonite Church

Time Allotment: Part time, maximum of 12 hours per week, 2-3 days including Fridays. Some flexibility subject to arrangement with pastor

Place of Work: Trinity Mennonite Church office

Coordinates, develops and promotes all communications for Trinity Mennonite Church through channels such as weekly bulletin, e-mails, website and social media.

Duties include:

- Prepare the weekly worship service bulletin, ensuring that all information is relevant and any dated information has been removed. Ensure requests that arrive by Friday morning are accommodated and the bulletin is emailed out to members and adherents in a timely manner
- Coordinate, prepare, distribute and promote the monthly Calendar of Events, both on website, in emails and paper copies
- Type, format and/or photocopy document requests as directed by the pastor, or other committees, as time permits
- Maintain a current database of TMC members and adherents
- Maintain an updated contact list with current information on Calgary Mennonite churches and all relevant Mennonite organizations
- Coordinate, prepare and distribute various schedules and documents for committees and groups including: Worship Schedule, Coffee Serving Schedule, Semi-Annual Congregational Meeting Report Books, 60+, etc.
- Maintain various group distribution lists and send weekly reminders to the Coffee Servers as well as reminder emails for events
- Prepare and distribute a Telephone Directory annually and maintain the online directory on the website
- Pickup mail from community mail box, sort and distribute to appropriate committee, member or individual. Also pick up packages when necessary.
- Order and pick up office supplies as needed
- Maintain and post on the TMC website and Facebook Members page including announcements, sermons and Calendar of Events
- Answer phones, monitor church email and address any walk-in inquiries about various church related information Maintain confidentiality of sensitive information and to be attuned and sensitive to TMC's congregational life
- Make sure documents are available to church members and refilled, such as Expense Requisition forms (in mailboxes), church brochures (on Information table in main foyer), and update magazines on the magazine racks
- Archive documents appropriately in filing cabinets and blue binders, as requested by pastor or committee chairs
- Prepare monthly Pastoral Expense Claim forms, with documents and receipts provided by the pastor, and give to Human Resources to sign off

- Perform other related tasks as per direction from the pastor e.g. Committee support, calls on invoices or materials, research for special projects,
- Attend Trinity Worship and coffee hours a minimum of once per quarter

Optional with a Defined process from Associated group:

- Coordinate rentals (mainly internal and related Mennonite organizations— we no longer offer external rentals) with Facilities committee and custodian
- Centralize collection for invoices from committees, individual expense claims and church utilities
- With guidance from the Treasurer's Payment Policy, perform a validation function of the requisitions (proper requisition form, signed authorization by committee chair, etc). Distribute to proper committee for processing.
- Prepare documents for committees (such as tickets for the Christmas banquet, or registration forms for the Church Retreat)

Qualifications:

- Good communication and organizational skills
- Must be a Christian; involved in a Christian church; and committed to non-violent peacemaking
- Familiarity with Microsoft Office Suite of products including Publisher, Word and Excel.
- An interest, awareness and willingness to learn about TMC's participation in the various Mennonite conferences and other Christian organizations, and to communicate with these organizations as per direction from the pastor.
- Familiarity with website maintenance and social media platforms or a willingness to learn