

Westminster Presbyterian Church
www.wpcportage.org
Engagement & Communications Director
Proposed Job Description

PURPOSE This part-time staff position exists to nurture Christian community, build relationships within and beyond the congregation, encourage participation in the ministry and mission of the church, support outreach efforts, and foster a church culture of welcome for all.

RESPONSIBILITIES (The “What”)

- Help people, especially new participants, to connect with each other and with opportunities to serve and grow.
- Build on the congregation’s existing culture of welcome, throughout all the ministries and activities of the church.
- Assist with congregational communications, including social media and online presence.
- Expand outreach and visibility in the community.

ACTIVITIES (The “How”)

- Take an active Sunday morning role in nurturing a welcoming environment for all ages and encourage worship participation.
- Engage with guests to welcome them and encourage members to share that welcome.
- Engage with new members and support their understanding of the church’s pastoral and group activities.
- Help develop new groups and activities, as opportunities for relationship and faith building. Encourage people to use their gifts for the benefit of church and community.
- Help make outreach a part of everything we do.
- Develop creative ideas for connections between in-person and virtual participants.
- Assist with the use of technology to maintain and improve communications within and beyond the congregation, including websites, email, and social media and live-streaming.
- Work and meet with other leaders as needed, including pastors and other staff members, Deacons, Session members and ministry teams.

QUALIFICATIONS

- Christian faith commitment with the ability to respond to the changing needs of the Christian community. Education and/or experience in church leadership is a plus.
- Enthusiasm for Westminster’s Core Values (Inspiring Worship, Compassionate Service, Mind & Spirit, Arts & Music, Earth Care).
- People-oriented with strong interpersonal and organizational communication skills, oral and written. Ability to work as a team member to delegate and empower others.
- Skill and experience with technology

SCHEDULE

- Salary is based on 15-20 hours per week.
- Most Sundays and some other religious holidays; schedule during week may be flexible

ACCOUNTABILITY

This position reports to the Personnel Team and Session. Pastors provide overall supervision.

approved by Session, August 21, 2023