

COMMUNICATION COORDINATOR & YOUTH LEADER
Pratt Presbyterian Church
(Job Description)

MAJOR RESPONSIBILITIES/PURPOSE:

As Communication Coordinator: Serve as the key person managing all types of communication within and for the Church. Must work closely with the Pastor and all committees. Must demonstrate Christian values and positive attitude towards the mission of the Church.

There are numerous tasks that must be fulfilled as they arise, including: Managing emails, texts and phone calls; picking up the mail from the post office; assisting with committee work in many ways; manage subscriptions, directories and bills for the treasurer; thank you notices of all types; updating the website information and Facebook posts; play a key role with activities from the Christian Education team.

The following tasks must be done weekly:

Tasks for Worship: includes announcements, prayers, lyrics, scripture reading, bulletin update and printing; send bulletin and slide updates to the PowerPoint used to the Pastor for review; send liturgist the bulletin, scripture and prayer to be read and place on lectern; send accompanist slides for review; Send out weekly Newsletter on Thursday; Social Media and other communication tasks done weekly: Create and schedule posts for the week; create link for Sunday's Live Stream; leave the computer in the balcony for use on Sunday morning. A complete list of tasks can be found in a document entitled: Communication Coordinator Duties

As Youth Leader: To direct and lead programming for the youth of the Church. The Youth Leader will determine the ages and/or groupings of the youth annually. Generally, the beginning age of participants will be students of school age. The Youth Leader shall seek to foster Christian community through building relationships with young people that strengthen their commitment to the church and growth in faith in Jesus Christ.

Requirements of position:

1. Must be a Christian and demonstrate personal, emotional and spiritual maturity.
2. Must be able to relate well with children and adults.
3. Subject to a law enforcement background check.

General Responsibilities include:

1. The Youth Leader will spend time making personal visits with each youth associated with the Church and those that the Pastor refers. This may include visits at school or home and should be done with the knowledge and consent of parents.
2. Plan, lead and teach weekly meeting/youth fellowship time for youth groups throughout the year. This may occur during the week or on Sunday. Plan, recruit adult sponsors for summer camps and coordinate transportation to camps.
3. Teach, plan, and recruit sponsors and lead youth activities in events that are appropriate for the age and interests of the youth. Attend Sunday morning worship regularly and assist the Pastor in worship when appropriate.
4. Work with the Church Education committee regarding vacation bible school and the activities with it.
5. Be a member of the Church Education committee and assist with the Sunday school activities (teaching or recruiting) to increase and retain attendance.

Responsibilities for Christians Ready, Equipped and Willing (CREW) and Eagle Wings Ministries (EWM)

1. With Christian Ed Committee and Pastor, select CREW curriculum, determine calendar including a short worship service once a month and a special activity each month.
2. Organize volunteers and teachers for CREW. Arrange transportation if needed.
3. Get mentors, match supervisors, mentees, prayer partners for EWM.
4. Train and feed mentors, match supervisors for EWM.
5. Plan group activities about every 6 weeks.
6. Apply for grants to assist the EWM.

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Accountability:

The Youth Leader is responsible to the Pastor, the Session and the Personnel Committee will review performance formally at least annually. The first three months will be a probationary period. A time sheet detailing time spent on this position will be required.

Benefits:

1. **It is expected that Youth Leader will work approximately 80 hours per month**
 2. **Compensation will be defined in the work agreement for this position.**
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OUTLINE OF COMMUNICATION DUTIES

MUST BE DONE WEEKLY

1. **Pulpit Order of Worship**
 - includes: announcements, prayers, lyrics, scripture reading, bulletin
 - Update, print, & place at the pulpit
 - send to Pastor (along with bulletin & worship slides PDF)
2. **Bulletin:** update and print and take to Church for Jan to fold
 - Send liturgist bulletin, scripture, and prayer, print copy & place on lectern
3. **Prayer Chain Email**
 - **Update and Schedule for Tuesdays @ 9am**
 - **Attend Sunday Worship or listen to Sunday's YouTube to get new & updates to add to prayer chain email**
 - **Track prayer request emails sent in via Head Deacon or email/phone**
 - **Two weeks unless requested otherwise**
4. **YouTube:** create link for Sunday's Live Stream
5. **Social Media:** Create and schedule posts for the week
6. **Worship Slides:** create and leave computer in the balcony for Sunday
 - Send Brenda song slides for corrections
 - Create and update announcement slides for Sunday
7. **Newsletter**
 - Send each Thursday
 - Create new content as needed for service each week
 - Share of Church events and news
 - Share community events
8. **Sign:** Update and create new sign slides

DONE AS NEEDED

- Answering and sending emails
- Answering of phone
- Bi weekly-pick up mail from mailbox
- Helping Committee's when they come into the office. I.e. printing documents, orders, potluck supplies
- Keeping on top of subscriptions i.e., Church directory, zoom, CCLI, CVLI, Canva, Bills-printing them off for Gordon
- Create sign-up sheets for events going on at church
- Set out cards to be signed by church members and send them out
- Write and mail thank you cards for funerals
- Updating website
- Filling in duties for Christian Education with no elder or director (memory verse challenge and Children's Message)

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TASKS SPECIFIC TO COMMITTEES - *These need are not specific duties but tasks that have been put on the position*

Worship Committee-

1. Create Veterans Slideshow
2. Assist with printing
3. Make event door signs (Worship in Park, etc)
4. Create, cut, print poinsettia form, advent flyers, song survey
5. Order communion supplies

Fellowship Committee

1. Shop for potluck Supplies

Finance Committee

1. Print bills: Skaggs, Cox
2. Tax exempt-status at stores
3. Correspond with CCLI regarding billing and licensing

Deacons-

1. updated instant church directory
2. Print off members list, birthday
3. purchase their stamps

Christian Education Committee-

1. Help with ordering CREW supplies

Elders/Clerk of the Session-

1. Assist as needed for keeping names in directory, google contacts and the official "role books"

correct

Mission and Outreach

1. Created signs for Souper Bowl food collection
2. Create, print, cut bookmarks for WMW campers

Personnel

1. Job description updates

Properties

1. Put Jerry Berry / lawn chemical bill in GC Box
2. Let Terminex guy into building to spray as needed. (think Rex said he did NOT need us to print that bill but I don't know if Gordon wants it printed)
3. Superior Fire with Fire extinguishers

Legacy

PNC

1. Set up Zoom meetings. Print off applications, collate, etc for committee meetings