



# Communications and Stewardship Chair Job Description

JOB TITLE: Chair, Communications and Stewardship Committee

Term Begins:

Term Length: Three Years

## **JOB SUMMARY:**

Lead the Communications and Stewardship Committee. Work with the Director of Operations and Pastor to coordinate the church's communication, including the web site, weekly emails, and social media channels (Facebook, YouTube, Instagram, Twitter). The team also helps to develop communication and storytelling for the annual stewardship campaign.

The team reviews the church's communications channels and improves the processes and content, keeps all posts updated and analyzes effectiveness of all communications.

For Stewardship the team creates content for the stewardship campaign to communicate to the church community. The current team includes Chyrise King, Cynthis Chin-Lee, and Lee Merkle-Raymond. We plan to ask for more volunteers for this committee.

## **RESPONSIBILITIES**

- Coordinate the church's communication strategy.
- Create and facilitate stewardship communications and the yearly stewardship campaign

## **REQUIREMENTS/QUALIFICATIONS**

- The ideal candidate would have communications and/or stewardship experience.
- The chair must be an Ruling Elder on Session.
- Comfort working with or delegating computer assisted surveys and organizational aids would be useful (eg Google Forms).

## **TIME AND SUPPORT**

- Time: Varies depending on time of year
- Support: The chair has numerous supports from the church family, including committee members and former chairs who are willing and able to help advise when needed. Church staff, in particular the Director of Operations,.

## **ADDITIONAL NOTES AND LINKS**

- [Session Handbook](#)
- [Book of Order](#)
- [Communications Plan](#)
- If not already, all Ruling Elders will need to become an official member which requires a meeting with the pastor and session. This is not a scary process.
- Elders are ordained and installed as part of a public worship setting generally held at the beginning of each calendar year.
- The Communications and Stewardship Committee meets the 4<sup>th</sup> Saturday of the month at 9:30am.

## **WHY TAKE THIS VOLUNTEER JOB?**

As the church emerges from the pandemic, this is a vibrant time! The Communications and Stewardship chair will greatly impact how we go into the future as a church.

## **ROLL OF ELDER IN THE PRESBYTERIAN CHURCH USA (Book of Order G-2.0301)**

“As there were in Old Testament times elders for the government of the people, so the New Testament church provided persons with particular gifts to share in discernment of God’s Spirit and governance of God’s people. Accordingly, congregations should elect persons of wisdom and maturity of faith, having demonstrated skills in leadership and being compassionate in spirit. Ruling elders are so named not because they “lord it over” the congregation (Matt. 20:25), but because they are chosen by the congregation to discern and measure its fidelity to the Word of God, and to strengthen and nurture its faith and life. Ruling elders, together with ministers of word and sacrament, exercise leadership, government, spiritual discernment, and discipline and have responsibilities for the life of a congregation as well as the whole church, including ecumenical relationships.”

## **SUMMARY ROLL OF SESSION IN THE PRESBYTERIAN CHURCH USA (See Book of Order G-3.02)**

The session is the council for the congregation. It shall be composed of those persons elected by the congregation to active service as ruling elders, together with all installed pastors and associate pastors. All members of the session are entitled to vote. The session shall have responsibility for governing the congregation and guiding its witness to the sovereign activity of God in the world, so that the congregation is and becomes a community of faith, hope, love, and witness.

As it leads and guides the witness of the congregation, the session shall keep before it the marks of the Church (F-1.0302), the notes by which Presbyterian and Reformed congregations have identified themselves throughout history (F-1.0303) and the six Great Ends of the Church (F-1.0304).

In light of this charge, the session has responsibility and power to:

- a. provide that the Word of God may be truly preached and heard.
- b. provide that the Sacraments may be rightly administered and received.
- c. nurture the covenant community of disciples of Christ.