



Position Responsibilities – Communications

Job Title: Interim Communications Manager

Status: 15 Hours/week - \$23/hour

Direct Report: Pastor of Administration

The Communications Manager is responsible for overseeing both internal and external communication for Calvary Pentecostal Church. The role ensures that all digital, print, and spoken messaging is clear, consistent, and aligned with the church's mission and voice. Working closely with staff and ministry leaders, the Communications Manager plays a key role in fostering connection within the church body and extending the church's reach into the broader community.

Key Responsibilities and Duties

Church Communications (40%)

- Develop and distribute regular church newsletters (weekly/monthly) by gathering content from the church calendar and ministry departments.
- Coordinate and write Sunday morning announcements to ensure clear and engaging communication during services.
- Create pre- and post-service slide loops and graphics for Sunday gatherings.
- Create sermon graphics for Sunday gatherings and online church.
- Provide assistance to the Lead Pastor to produce clear and consistent church-wide announcements.

Online and Community Engagement (30%)

- Oversee and coordinate the organization of sermon video and audio content.
- Oversee and update the church website with relevant, engaging, and accurate content. Include new visual and written material for webpages. Coordinate with staff and ministry leads to follow up on website activity (forms, applications, registrations, etc.)
- Maintain a consistent, engaging social media presence across platforms such as Facebook, Instagram, and YouTube. Develop and schedule content that informs, inspires, and engages both the church and the wider community.

Internal Communications (30%)

- Work alongside the Pastor of Administration to develop the church communication calendar. Responsible for organizing calendar information and adhering to communication rhythms and schedules.
- Work alongside the Lead Pastor and Pastor of Administration to facilitate the “Stories Ministry”, including recording testimonies and writing testimonial communications.

Required Skills

- High School Diploma (minimum)
- At least five years of ministry or communications experience
- Highly organized and proficient in multitasking.
- Skilled in areas of design and writing
- Proficient with social media and content creation software (Canva, Adobe Suite)
- Team player with the ability to foster a positive work environment

Revised: October 1, 2025