

Our Church Vision

Fellowship Bible Church is passionate about equipping our church family to make a difference for Christ. Thus, our vision statement is as follows:

“Together, strengthening you to change your world for Christ.”

Accordingly, we are making efforts to ensure that our staff and ministry goals are aligned with this vision and making progress towards it.

Ministry Description

The individual in this position oversees all media and presentation functions of the church.

Reports to: Executive Pastor

Overview of Areas of Responsibility

- Ensure all services are live-streamed and sent to social media channels within 24 hours.
- Develop and maintain a social media communication plan, which includes advertising for church events.
- Develop and maintain the video ministry of the church, seen in development of Whiteboard videos and other media efforts by the Pastoral staff.

Essential Media Functions

- Social Media. Ensure that all pertinent church functions are adequately being communicated and promoted on our social media channels. This is primarily Facebook and Instagram, but include other platforms in the future.
- Video Coordination. Ensure the weekly sermon is being live-streamed. Following Sunday, ensure that the sermon is edited and is uploaded to video and podcast services. Also edit out a 20-second 'summary' video and prepare the sermon bumper for the following Sunday. Various classes, instruction videos, promotional videos will also need to be filmed in our studio, edited, and posted to YouTube. The video for the foyer should also be created on a weekly basis.
- Photography. Ensure each church event/function is having photos regularly taken.

Education, Experience and Biblical Qualifications

This position requires:

- A joyful, servant spirit
- The successful individual will need to possess a solid, Christ-honoring work ethic and possess a passion for excellence in administration.
- Active and growing personal relationship with Jesus Christ, evidenced by action, attitude and behavior.
- A desire to serve the Pastors/church staff and their administrative needs.
- Experience in people relations and administrative problem solving.
- Effective communication skills (written, verbal and interpersonal).
- Competency with basic computer software (Excel, Word, Publisher, Power Point, etc.), and the capacity to learn new software (Photoshop, Final Cut Pro, others).
- Basic DSLR and iPhone photography skills.

An Overview of What the Elders Are Asking of You:

1. Demonstrate submissiveness to the Eldership of Fellowship Bible Church in all areas, always striving to uphold the Elder Council and seeking the success of our church vision. This requires all ministries to serve one another to see the growth of the body as a whole.
2. Pro-actively pray for the body of Fellowship Bible, it's ministries and members.
3. As an hourly, part-time Media Coordinator you will be expected to work 5-10 hours a week. Keep in mind there are weeks in the year where this number will go up based on current church projects.
4. Your presence is not required during office hours. This job can be accomplished remotely.
5. Endorsement and participation in church endeavors.

An Overview of What You Can Expect From the Elders:

1. An active, on-going interest in your personal, spiritual and familial development.
2. Hourly pay of \$15.00.
3. 2 days off in your 7-day week (Friday and Saturday – you will be expected to work a few hours on Sunday).
4. 2 weeks of paid vacation.
5. 1 week of paid personal/sick time.