



JOB DESCRIPTION

RULING ELDER FOR COMMUNICATIONS

Commission

Trust in Jesus Christ as Savior, acknowledge him Lord of all and Head of the Church, and through him believe in one God, Father, Son, and Holy Spirit.

Accept the Scriptures of the Old and New Testament to be, by the Holy Spirit, the unique and authoritative witness to Jesus Christ in the Church universal and God's Word to you.

Sincerely receive and adopt the essential tenants of the Reformed faith as expressed in the confessions of our church as authentic and reliable expositions of what Scriptures lead us to believe and do, and be instructed and led by those confessions as you lead the people of God.

Demonstrate obedience to Jesus Christ, under the authority of Scripture, and be continually guided by our confessions.

Seek to follow the Lord Jesus Christ, love your neighbors, and work for the reconciliation of the world.

Further the peace, unity, and purity of the church.

Pray for and seek to serve the people with energy, intelligence, imagination, and love.

Be faithful in watching over the people, provide for their worship, nurture, and service. Share in government and discipline, serve in councils of the church and show the love and justice of Jesus Christ.

Qualities of a Ruling Elder for Communications Ministry

Ruling Elders demonstrate wisdom; maturity of faith; demonstrated leadership skills; and compassion.

Demonstrate a competency and understanding of FPCA's communication platforms and how they are utilized and implemented.

Possess a creativity and willingness to explore emerging forms of communications to effectively reach the congregation and larger community.

Communications Ministry Area Description

Provides the oversight, leadership, creativity, and delivery of prospective, retrospective, internal and external communication through FPCA’s various and available communication platforms.

Communications Ministry Team Descriptions

Web and Social Media Team

Staff Support: Director for Communications, Social Media, and Web Development

Purpose: Oversees the direction and development of FPCA’s website and Social Media platforms (including, but not limited to, Twitter and Facebook, etc.)

Print Communications Team

Staff Support: Director for Communications, Social Media, and Web Development

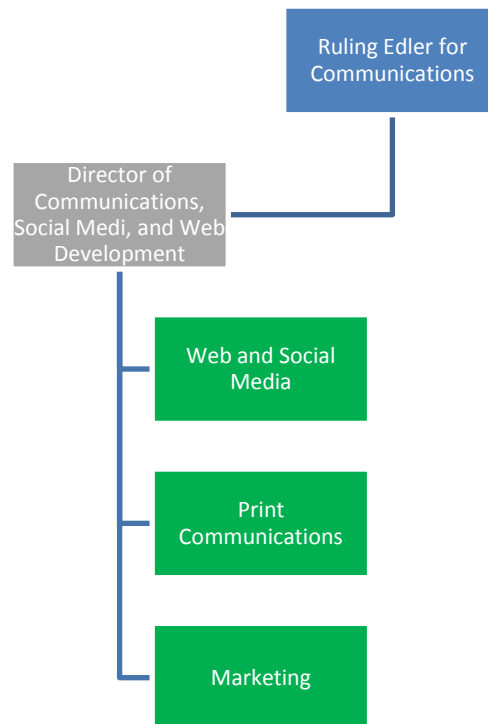
Purpose: Oversees the direction and development of FPCA’s magazine (Tidings) as well as weekly Sunday Bulletin.

Marketing Team

Staff Support: Director for Communications, Social Media, and Web Development

Purpose: Oversees the direction and development of marketing and advertisement for FPCA’s ministry and mission in “outside” platforms and venues

Communication Ministry Leadership Matrix



Critical Tasks for the Position of Ruling Elder for Communications Ministry Area

1. Attend and participate in meetings of the Session (one per month); not missing more than three (3) meetings in a calendar year.
2. Be an advocate and ambassador of the mission of FPCA to Communications Ministry Area Leadership; meeting with them at least once per month.
3. Spiritually guide, resource, and encourage the Director for Communications, Social Media, and Web Development
4. Be prepared to lead discussions on relevant issues related to the Communications Ministry Area at Session meetings.
5. Be prepared to discuss reports/requests submitted to the Session by the Communications Ministry Area Lead.

Time Commitment

Three-year term; year begins May 1 and ends April 30; with a possibility of serving a second, three-year term.

Monthly Session meeting (2.5 hours per month) – 4th Wednesday of the month

Meetings with Director for Communications, Social Media, and Web Development (3 hours per month)

Quarterly meetings for encouragement and reflection with Lead Pastor (.5 hours per month)

Meetings with Communications Ministry Area Leadership Team (2 hours per month)

Miscellaneous – worship leadership, emails, phone calls, contacts, additional meetings (4 hours per month)

Total Approximate Time Commitment: 12 hours per month