

**The Church of the Good Shepherd**  
**Director of Administration and Church Communications**

**Position Description**

The Director of Administration and Church Communications will be an effective communicator who will develop and produce media that compels members and others to become interested in participating in the church for the transformation of the world. The Director will oversee the communications that go from the congregation to its members and to the community, including print and electronic newsletters, social media, telephone contacts, and websites. The Director will have light administrative duties—data input, copying, mailings, answering phone calls, etc.

**Essential Duties and Responsibilities of the Director**

*Communication*

- Develops and produces print and electronic publications.
- Creates and leads publicity “campaigns.”
- Maintains the church website and social media accounts, updating them according to the church’s weekly sermons, bulletins, and events.
- Publishes the church bulletin, under the direction of the Priest.
- Answers and screens all incoming calls, routing them to the appropriate person.
- Manages incoming mail and distributes appropriately.

*Administrative*

- Maintains an orderly office and filing system.
- Manages the church’s calendar, accounting for all church holidays, priest duties, appointments with the ministry leaders, and events in the church facilities.
- Answers information requests and fills out the necessary paperwork.
- Enters new visitor information into a database of parishioners, marks attendance, and sends notices and acknowledgements on important dates.
- Enters in totals for weekly tithes and donations, manages deposits into the church’s accounts, and works with the Church treasurer to report taxes.
- Manages office supplies, keeps track of inventory, and buys more as needed.

**Required Knowledge, Skills, and Abilities**

- Must be committed to the church’s mission and message.
- Bachelor’s degree in a related field or equivalent experience.
- Professional experience in non-profit environment.
- Advanced writing and grammar skills.
- Self-starter who works independently and offers well-supported suggestions.
- Excellent organizational skills and strong attention to detail.
- Strong graphic design, editing, and proofing skills.
- Ability to maintain healthy working relationships.
- Demonstrated professionalism, emotional maturity, and stability.
- Must be courteous and tactful with parishioners, especially in times of grief and crises in their lives.
- Ability to maintain confidentiality.

## **Work Environment**

- Time is spent divided between communication/publicity and clerical duties.
- Flexible schedule, as negotiated with Priest; 16 hours/week in office, for 50 weeks/year.
- Wages: \$20/hour.

## **Review**

The Director shall serve for three months on a probationary status. Upon the completion of this period, the Priest and Director will undertake a mutual ministry review for the purpose of assessing how well they are fulfilling their responsibilities to each other and to the ministry they share and to ascertain if the ministry relationship shall continue. If both agree to continue, there will be an annual ministry review, the purposes of which shall include:

- Establishing and adjusting goals for the work of the parish for the coming year.
- Isolating areas of conflict or disappointment that have not received adequate attention and may be adversely affecting mutual ministry.
- Clarifying expectations of all parties to help put any future conflicts in manageable form.

## **Termination of Work**

The Director is expected to provide the Church with at least two weeks' notice (preferably four weeks') prior to leaving the position. The Director can expect the same courtesy from the Church.

## **Contact**

The Rev. Terry Miller  
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