

JOB DESCRIPTION

Publicity Coordinator

DEFINITION

The Publicity Coordinator is one who oversees publicity for the children's ministries at FBCG.

PURPOSE

To make Children's Ministries events known to the church and where applicable, the community.

RELATIONSHIPS

Recruited by the Director of Children's Ministries.

Responsible to the Director of Children's Ministries.

RESPONSIBILITIES

1. Pray that publicity would inform church family of children's ministries programs and events and also be a means to inform the community of outreach events.
2. Attend monthly CMLT (Children' Ministry Leadership Team) meetings.
3. Contact local newspapers with Children's Ministry outreach events.
 - Adventure Club
 - Easter Eggs-travaganza
 - VBS
4. Publicize Children's Ministry programs and events in the church at least one month before an event through:
 - Bulletin
 - Posters
 - Window bulletin board at east entrance

QUALIFICATIONS

1. Be a committed Christian with a Christ-honoring lifestyle.
2. Attend weekly worship.
3. Fully accept the FBCG and CM vision and mission statements.