



Position: Creative Arts Communication Director

General Overview

The Creative Arts Communication Director is responsible for communicating the vision and values of CFBC using graphic design, social media, website, app, emails, and other digital media platforms for the purpose of helping equip and engage our congregation in the mission of Cartersville First Baptist.

Ministry Purpose: Consistent with Romans 12:9-15 and Ephesians 4:11-12

Spiritual Responsibilities

- Seek to be a role model in attitude, speech, and actions in a consistent daily walk with Jesus Christ.
- Show by example the importance of Scripture memorization, Bible study, prayer, witnessing, and Christian fellowship.
- Be prepared to explain the church's doctrinal beliefs and practices to visitors and callers.
- Be always ready to pray with those who contact the church in need.
- Be prepared to provide Biblical/Ministry resources and assistance to those who inquire.

Essential Functions

- Assist in developing, defining, and implementing the design and marketing strategies for clear communication of the vision of CFBC.
- Support the Worship Pastor by receiving and managing communication requests from staff and ensuring promotion for events/programs are well planned and executed in a timely manner.
- Support the Worship Pastor through organization and administration of ministry projects.
- Assist in maintaining and supporting all digital media. (Website, Facebook, App, etc.)
- Execute weekly design elements, content replacement, and print processes for worship guides, newsletter, slides, signage etc.
- Maintain a rhythm of capturing and compiling content (photo & video) of the ministries of CFBC.
- Work with the Senior Pastor and Worship Pastor on how the Creative Arts team can best complement and enhance the desired outcomes of our worship.
- Other duties or special projects as needed.

Media / Communications

- Oversee all media and communications to ensure graphics, signage, videos, and all other forms of communication align with the intended outcome of our worship



services and the mission of CFBC.

- Create visual elements for worship, including announcements and promotional.
- Develop, implement, and evaluate the church communications plan regarding policy, design, strategy, and identity and branding standards.
- Produce visual solutions developed to the specific needs of each ministry.
- Oversee website, mobile app, and social media account maintenance, ensuring that new and consistent information is posted regularly.
- Assist staff and leadership with any print or digital design needs.
- Manages design, development and purchasing of CFBC marketing and promotional materials.
- Responsible for development & oversight of the media and communications ministry budget.

Qualifications:

- High School Diploma or GED is required.
- Bachelor's degree or 3-5 years' experience in communications/digital media (church experience preferred)
- A creative and gifted person called by God to Serve the Church
- A passion for excellence in digital media
- A strong working knowledge of social media, web, and other digital avenues
- Be a team player who is always willing to serve the CFBC staff and church body
- A Flexible, Creative, Innovative, Adaptable thinker
- A vision and ability to maintain a fresh and timely digital appearance
- Excellent initiative with solid interpersonal communication skills
- Strong Attention to Detail
- Ability to work independently
- Ability to self-prioritize tasks
- Ability to complete tasks within a deadline
- Strong written and verbal communication skills
- Strong Time-management skills
- Ability to communicate in a professional manner
- Have a personal relationship with Jesus Christ
- Agree to uphold the Church's statement of faith, and be willing to submit to the standards outlined in the Personnel Handbook

Work Environment

- Be part of a vibrant, creative, and fast paced production team always pursuing excellence
- Required to work all assigned services, Christmas, and Easter as well as other



events outside normal hours

Position Expectations

- Full-Time
- Hours: ~36
- Reports to the Worship Pastor

- *Based upon the experience level of the candidate selected, the position may be filled as a Specialist*