



SECOND
PRESBYTERIAN
CHURCH

Second Presbyterian Church, Indianapolis: Position Description			
Ministry Assistant for Communications and Worship			
Reports to:	Director of Communications	Effective:	
		Updated:	October 31, 2023
Directly Supervises:		Status:	F/T
		FLSA:	Non-Exempt
Job Summary:			
<p>The Ministry Assistant for Communications and Worship works with the Director of Communications and Communications Coordinator to support the needs of various ministries through graphics, promotion, and other various forms of communication.</p>			
Essential Functions:			
<ul style="list-style-type: none"> • Create, edit, and finalize weekly worship bulletins, including uploading to the Livestream webpage. • Format weekly sermon manuscript to be posted on website by Communication Coordinator and printed by in house print team. • Update and maintain worship schedule. • Create and design posters for events and sermon series. • Print and install posters throughout building. • Design slides for Broadcast Ministry. • Create and manage roadside banners. • Design graphics and publications for ministry teams. • Coordinate and work with worship participants, MFA, and broadcast ministry to ensure correct information is presented in bulletins and livestream graphics. • Maintain schedule for updating posters and digital signage. • Order weekly flower arrangements for Sanctuary, rosebuds and boutonnières. • Prepare lists for bulletin inserts for Easter lilies and Christmas poinsettias. • Create and maintain graphics for digital signage (Playlister) throughout building. • Track in person worship attendance and report totals to head usher and MFA. • Take photos for various uses. • Perform other administrative duties and graphics design projects as assigned. 			
Other Responsibilities:			
<ul style="list-style-type: none"> • Attend calendar staff, administrative support staff, and all staff meetings as scheduled. • Provide front desk support during lunch hour as scheduled. 			

Minimum Qualifications:

- Mastery of Adobe Creative Suite InDesign (Adobe Illustrator and Photoshop a plus)
- Extremely proficient in English spelling, grammar, and punctuation
- Mastery of Microsoft Office (PowerPoint, Excel, and Word)
- Degree or certification in graphic design or related communication field
- Great eye for design and detail
- Ability to multi-task
- Spirit of teamwork within department and across various ministries

Physical Qualifications:

- Sufficient mobility and stamina to fulfill the responsibilities outlined above

Core Competencies:

- *Attention to Detail:* Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- *Initiative:* Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.
- *Technical Expertise:* Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.
- *Priority Setting:* Spends her/his/their time and directs the time of others to what is important; quickly zones in on the critical issue and ignores or minimizes distractions; can sense what will help or hinder accomplishing a goal; eliminates roadblocks; demonstrates focus.
- *Team Orientation:* Demonstrates interest, skill, and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for her/his/their part in team failures.
- *Hospitality:* Generates a sense of hospitality by his or her very presence; communicates a sense of warmth, openness and approachability; fosters natural connections between members of the congregation and with visitors; supports a culture of welcoming and belonging in the life of the congregation.
- *Spiritual Maturity:* Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk, and by responding with constancy of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.

Disclaimer:

The above is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. This job description is subject to change at any time.