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**Part –Time Worship & Marketing Director**

**\*\***This position is unique as it combines the position of Worship and Marketing Director together.

**Worship Responsibilities:**

* Coordinate and assist the Senior Pastor in the layout/flow of Sunday morning worship music. This will include creating announcement slides to be used before service begins and communicating weekly with our Sound/Worship volunteers any needed information beforehand.
* Will edit our online Digital Worship Guide on our website before Sunday.
* Will be required to keep a weekly log to show that time is being used wisely.

**Marketing Responsibilities:**

* To update our website weekly through Wix.com with new photos and content that is fresh and appealing (videos, photos, testimonies). Will always look for ways to improve the website to better suit our audience. Will make sure the events page and calendar is up to date with correct information.
* Will edit/schedule weekly emailer through Mailchimp before Tuesday at 5pm.
* Update and maintain our social media platforms weekly (Facebook, Instagram, Twitter & YouTube) with articles, videos, pictures, announcements of upcoming events etc. Something needs to be posted almost every other day with the same content across all social media platforms.
* Create logos, flyers and graphics for LPBC events & news when asked.

**Required Strengths/Gifts:**

* A believer in Jesus Christ and in agreement to the mission, vision and core values of Long Point.
* Exceptional leadership skills to guide worship team to work as one.
* Excellent organizational/computer skills with ability to prioritize/delegate workload.
* Previous knowledge of Pro Presenter software & Restream for live streaming.
* Careful attention to detail and the ability to create eye catching materials at a moment’s notice.
* Willingness/ability to learn new skills and updated procedures.
* Demonstrate an ability to make sound decisions and take independent action.
* Performs all other duties or work as needed or required.

**Reporting and Supervision**

The Worship and Marketing Director position reports directly to the Senior Pastor and evaluations will be conducted annually thereafter.

**Hours of Work & Compensation**

1. Hours of Work: Approximately 15 hours a week. You will be required to come into the office one day a week for 3-4 hours to work on worship and marketing responsibilities. You will also be required to have a rehearsal once a week with the worship team. Finally, attend all church staff meetings/events as scheduled by the Senior Pastor and/or Elders.
2. Compensation: $12,000 a year

**AGREEMENT: I have read the above job description and agree to accept this position.**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Senior Pastor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**