



Communications Administrator

(20 hours/week)

1. Philosophy of Ministry

TEAM MINISTRY

The foundation for effective ministry is given in 1 Peter 5:5-14. This text outlines four responsibilities for ministry staff:

- a. **Ministry:** Shepherd those who are under your care. Your relationship and commitment to people is your primary responsibility.
- b. **Management:** Serve as an overseer. Your relationship and commitment to people is your primary responsibility.
- c. **Modeling:** Be an example to those under your care and your credibility. Model a commitment to the vision, values and mission of First Alliance Church. Support the church as a participating member.
- d. **Motive:** Not greedy or motivated from compulsion, eager to serve with the right attitude and for the right reasons.

FIRST ALLIANCE CHURCH OBJECTIVES

Ministry staff is committed to **building lives that honour God**. To accomplish this purpose, ministry activities are focused on our five biblically-based life commitments aimed to build lives that:

- a. HONOUR: We will create environments where personal and corporate expressions of devotion to Christ are natural and normal.
- b. CONNECT: We will create environments where connection to Christ and His body are natural, intentional and authentic.
- c. SERVE: We will create environments and provide opportunities for each person to discover and use their God-given abilities for His glory.
- d. GROW: We will create contagious environments where growing into Christ-likeness is natural, normal and expected.
- e. SHARE: We will create environments and provide opportunities where sharing the love of Christ is natural and normal both locally and around the world. We will willingly share our resources, experiences and giftedness to train and encourage people whose intent is sharing the love of God.

PRIMARY TASK

The primary task of a ministry staff person is to help meet the goals of the church by recruiting, equipping and assisting lay leaders to develop and implement effective church ministries. This will take place through a variety of avenues with an emphasis on small groups as our primary method of implementation

2. Position Purpose & Responsibilities

To contribute to First Alliance Church overall vision and mission fulfilment by developing and implementing ministry and strategies for your scope of responsibilities. The specific areas for which you will be held responsible and accountable are defined as:



All Staff

- Ensure maintenance of accurate statistical records for ministry area activity
- Be in agreement with the Christian & Missionary Alliance statement of faith and be able to sign the First Alliance Church staff covenant
- Participate in all staff meetings, retreats, training and global events
- Maintain a lifestyle consistent with biblical standards for Christian behaviour
- Attend a weekend worship service

Role Specifics

- Meet weekly with Communications Team
- Manage **Communications Schedule** on Google Drive (receive, schedule, and follow up with Admin for all promo requests each week)
- Receive, schedule, and follow up with **story leads** for Storyline, weekend handout, and video
- Input **Online Contact Cards** into ACS as received, and assign staff for follow up
- Assist with Communications volunteer management
- Assist with print production as needed (receive external print material for bulletin boards, print internal material)
- Provide other administrative support as needed – general phone calls and email enquiries, **EMS room bookings** for Communications/Environments
- Support admin team as needed or as possible
- Manage Social Media

3. Breakdown of position (by %):

85% Communications Support
15% other administration

4. Accountability

- Reports directly to the Director of Communications (and part of the Administrative Team)

Application Process

Submit a cover letter and resume by email to:

Cathie Hall **chall@facalgary.com**

Executive Assistant, First Alliance Church, Calgary, AB

This posting will remain open until a suitable candidate is found. You will only be contacted if we wish to proceed with an interview process.