



# Calvary Presbyterian Church (PCA)

6520 Ray Road

Raleigh, NC 27613

(919) 781-9015

office@calvarypca.org

## COMMUNICATIONS SPECIALIST JOB DESCRIPTION & APPLICATION

### Objective:

Calvary PCA's Communications Specialist is responsible for the timely, effective, and integrated communication to the congregation and community through the use of multiple platforms. In addition, the Communications Specialist is responsible for the efficient operation of the church office, including the coordination of all administrative activities in order to enable church staff and volunteers to more effectively serve in their area(s) of calling. The person who fills this role should view this as a special ministry of and to the church, and must therefore maintain a professional relationship with the church staff, the congregation, and the community, and should make the office a helpful and inviting environment. The Communications Specialist must keep in strict confidence information which may be personal in nature to church members and/or staff.

The Communications Specialist position is a part-time position, for 20-hours-per week.

### Communications Responsibilities:

- **Worship Guide/Bulletin:** Produce the Worship Guide/Bulletin for weekly and special services, including responsibility for gathering information, formatting, proofing, printing, duplicating, folding and assembling the worship guide, bulletin, children's bulletin and periodic inserts. Maintain a database of lyrics to be used in church worship guides. Work with appropriate persons to review and correct (as needed) any submitted content.
- **Website:** Update the church's WordPress website, including, but not limited to keeping the calendar current, posting weekly announcements, publishing assigned posts and pages for current ministries and events, collecting information on current ministries, etc.
- **Social Media:** Update church social media sites (Facebook and Twitter) with church-wide services and events, as well as links to weekly sermons, church-wide newsletter and any other assigned communications.
- **Weekly E-Newsletter:** Publish weekly e-mail newsletter, designed to communicate upcoming services, events, and discipleship and outreach activities to the congregation.
- **Correspondence Management:** Manage internal and external correspondence, as necessary. This includes, but is not limited to:
  - o Letters and emails to and from the Pastor and church officers;
  - o Monitor and respond to email directed to the church email account;
  - o Welcome letters to visitors;
  - o Occasional church-wide emails and letters;
  - o Business-related correspondence to missionaries and outside organizations;
  - o Email notices of church committee meetings as requested.

- **Phone Messaging:** Answer the phone when present and delegate/handle calls as appropriate. Maintain a courteous and timely phone message.
- **Other Publications:** Produce publications such as church directories, annual denominational statistical reports, special reports , etc.

### **Organizational Responsibilities**

- **Secretarial Support for Pastor:** Provide secretarial support for the pastor as requested.
- **Church Calendar:** Maintain an up-to-date calendar of church and church-related events. Ensure upcoming events are communicated as appropriate, through the bulletin and/or other means. This would include maintaining an on-line calendar as well as a physical calendar in the office.
- **Membership/Guest Database and Directory:** Maintain a current list of Communing and non-Communing members. Research, Develop, and Maintain a shareable, cloud-based church database of current Communing and non-Communing members, as well as church visitors in order to facilitate effective assimilation within the church.
- **Purchasing:** Oversee the purchasing of office supplies, as well as discipleship materials and other church-related needs, as directed by the Diaconate, Pastor and Ministry Team Leaders.
- **Computer:** Ensure computer files and other critical data are backed up on a regular basis.
- **Office Visitors:** Develop a plan for handling visitors during office hours.
- **Volunteer Office Help:** Coordinate volunteer office help when necessary to supplement normal office duties.
- **General Housekeeping:** Keep office neat and clean. Coordinate cleaning of office with Church Sexton.
- **Office Equipment:** Operate, clean regularly, and recommend maintenance for all office equipment (copier, folding machine, computer, etc.)

### **Skills Required:**

- **Communication:** Communicate clearly and politely, both in written and verbal form.
- **Organization:** Should be willing and able to work at a fast pace under a variety of circumstances, with composure and flexibility. Must be able to give attention to detail.
- **Computer Skills:** Computer skills, including use of Microsoft Word, Excel, Power Point, and Publisher, and Adobe Acrobat, and the ability to organize computer files.

- **Web-Based Skills:** Ability to learn and use web-based software such as WordPress and church database software. Proficiency in social media (Facebook and Twitter) is also desired. Working knowledge of Google Docs and web-based sharing tools.
- **Email:** Knowledgeable of the use of email tools, including uploading/downloading, organization and manipulation of email attachments.
- **Typing:** Ability to type at a rate of 40 words per minute or better
- **General:** Must be able to exercise discernment and wise judgment, always conscious of the need for confidentiality. Needs to be able to work in an efficient and independent manner, demonstrate capability to multi-task and prioritize projects.

#### **APPLICATION PROCESS:**

**Please complete the enclosed application form, and return with resume to:**

**Calvary PCA; Attention: Communication Specialist Search Team**

**[nwilks@calvarypca.org](mailto:nwilks@calvarypca.org)**

**or**

**6520 Ray Road  
Raleigh, NC 27613  
(919) 781-9015**

Calvary PCA, Raleigh, NC  
(919) 781-9015; office@calvarypca.org

## EMPLOYMENT APPLICATION

Date: \_\_\_\_\_

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: (h) \_\_\_\_\_ (w) \_\_\_\_\_ E-mail \_\_\_\_\_

Length of time at address listed above: \_\_\_\_\_

Position desired: \_\_\_\_\_ Date available to start: \_\_\_\_\_

What hours and days are you available to work? \_\_\_\_\_

Are you legally eligible to work in the United States?  
(Proof of eligibility will be required upon offer of employment)

☐ Yes

☐ No

Are you over the age of 18?  
(If no, you may be required to provide authorization from a parent or guardian)

☐ Yes

☐ No

Have you ever applied to, or worked for, Calvary Presbyterian Church in America before?  
If yes, please give date: \_\_\_\_\_

☐ Yes

☐ No

### Educational Background

	Name/Location of School	Year Graduated	Degree	Areas of Concentration
High School				
College				
Other				

### Employment History

(Please begin with most recent)

Employment Date (s)	Employer & Supervisor's Name	Address & Telephone Number	Job Title & Primary Responsibilities	Reason for Leaving

May we contact the employers listed above?

☐ Yes

☐ No

Please list any additional education, training, or skills that qualify you for the position to which you are applying

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Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations), including convictions based on a plea of guilty or no contest? ☐ Yes\* ☐ No

\*If "yes," please explain, including the nature of the offense, date, court location, and other information that would be helpful to us in considering your application.

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### Church Activity

Please list the churches you have attended over the past five years.

Church Name	Address/Location	Telephone Number	Date(s) Attended

### References

Please list three references (not related to you) that we may contact.

Name	Address and Telephone Number	Years Known/Relationship

## Church and Spiritual Background

Please write a paragraph or two describing how you came to personally know Jesus and describe your personal Spiritual growth in Him. (Attach)

## Statement of Faith

### The Apostles' Creed

I believe in God the Father Almighty, Maker of Heaven and earth: And in Jesus Christ his only Son, our Lord; who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, dead, and buried; he descended into hell; the third day he rose again from the dead; he ascended into heaven, and sits on the right hand of God the Father Almighty; from whence he shall come to judge the living and the dead. I believe in the Holy Spirit the holy catholic\* Church; the communion of saints; the forgiveness of sins; the resurrection of the body; and the life everlasting. Amen.

\*Holy Catholic Church = The Church gathered universally throughout time and space

By signing below, I hereby affirm that I agree with the statements of faith in the "Apostles' Creed".

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please provide any other information that you feel will help us in considering your application for employment:

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*Employment At Will*

Employment with Calvary Presbyterian Church in America is “at will” and not by contract either expressed or implied. This means that if you become employed at Calvary Presbyterian Church in America, both you and the church are free to terminate the employment relationship at any time and for any legal reason.

*Certification and Release*

By signing this job application, I certify that all the information I have provided is true and accurate to the best of my knowledge, and understand that misleading or false statements on this application may lead to a decision not to hire me or, if hired, to terminate my employment.

I hereby give Calvary Presbyterian Church in America permission to contact my previous or current employers, references, schools, and others concerning the statements in this application, and I hereby release all parties involved from any liability as a result of such contact.

I understand that if offered a position with Calvary Presbyterian Church in America, I may be required to submit to a pre-employment medical examination, drug screening, and/or criminal background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to effect the results of these pre-employment tests will result in withdrawal of an employment offer or, if already employed, termination of employment.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD, AND AGREE TO THE ABOVE STATEMENTS.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_