
JOB DESCRIPTION FOR THE POSITION OF

MINISTER OF MEDIA

FIRST BAPTIST CHURCH, CORSICANA

JUNE 8, 2011

General Objective: The Media Ministry of FBC Corsicana is responsible to provide leadership in the areas of computer networking, video, recording, internet, and other presentation media that serves the overall purposes of FBC Corsicana.

Responsible to: Senior Pastor

We desire a candidate who...

- Has a clear call from God and a strong desire to work with media.
- Has demonstrated a solid testimony of personal salvation through faith in Jesus Christ and moral uprightness.
- Maintains a growing spiritual life with Christ through ongoing prayer, study of God's Word, and service to others.
- Preferably has a minimum of 3 years church staff experience.
- Has the ability to listen and to communicate clearly, both orally and in written form.
- Is competent with a wide variety of computer software.
- Is in sufficient good health to discharge duties properly with or without reasonable accommodations.
- Has a record of effective service in media ministries.
- Preferably has a bachelor's degree or higher, and is licensed or ordained by a Baptist church.
- Has effective administrative and organizational skills.
- Passes a criminal, financial, and driving background check as well as a drug screening.
- Complies with all applicable federal and state laws.

Responsibilities:

- Direct the planning, conducting, and evaluation of various media options within the church's ministry. These media options would be used primarily for the purpose of advertisement and communication.
- Maintain the digital sign on 15th Street. This would include the creation of various slides that promote the various ministries and activities of the church.
- Maintain the church's website. This would require weekly updates and continual posting that assist communication within the church family and the general public.
- Maintain the church's presence within the most accessed social media outlets.
- Maintain active announcements on the scrolling presentation monitors throughout the church.
- Create and distribute periodic e-newsletters to the church body. This would also include the management and maintenance of the subscription list.

- Obtain, organize, and archive media content including artistic elements (i.e. logos) used in projects or ministries for the church.
- Oversee the preparation and the training of a team who will provide media presentation support for services and events which require visual or audio media.
- Take a leading role in the continual technological development of the church.
- Prepare and maintain the media budget.
- Oversee the purchase and the maintenance of all equipment related to visual media in the church.
- Provide audio/visual support for all church ministries.
- Coordinate computer and networking needs for church staff.
- Maintain computer and network equipment through purchases, leases, etc.
- Be prepared to perform outside of this job description in any way the Senior Pastor deems necessary.

This is a full-time exempt position.