

POSITION DESCRIPTION

Name of Team/Task Force

Publicity Committee – Subcommittee of Evangelism and Communications Committee

Responsibilities

1. Actively participate in monthly meetings
2. Assist with publicity of St. Philip's events
 - a. Create standard publicity timeline
 - b. Create unique publicity timeline
 - c. Promote use of publicity committee to ministries
 - d. Assist in the identification of opportunities for committee in the congregation and the community

Qualifications

1. Commitment to the mission and vision of St. Philip's Lutheran Church
2. Ability to work as a team member
3. Ability and willingness to give support to other members of the Committee and other congregation members who volunteer.
4. Some personal experience in publicity, promotions, communications, etc.
5. Understanding of the importance of publicity and how it can advance ministries

Amount of Time Required

Average of four hours per month

- two hour monthly meetings
- one to two hours per month working outside meeting times

When Ministry is Performed

Monthly meeting determined during initial meeting. Other responsibilities determined on personal schedule.

Length of Commitment

Two years, renewable upon mutual discernment or agreement

Training Provided

Occasional in-service meetings

Reading materials, when necessary

Responsible To

Jack Angerhofer, Chair of Evangelism and Communications Committee

Support Provided

1. Evangelism and Communications Committee
2. Other individuals within committee
3. Church staff

Last Reviewed

April 2007