

Ministry Description for Publicity Team for Single Parents Night Out Event

Ministry Title: Publicity Team Member

Purpose of the position:

Ensure that the ministry and its events are adequately publicized to the church and community

Description of duties:

- Prepare information for distribution to church communications department (for newsletter, website, and bulletin) as well as local media for possible inclusion in newspaper and website calendars.
- Design and coordinate the printing and distribution of invitations posters and/or brochures or flyers about for the ministry and its events
- Maintain the page(s) for this ministry on the church website
- Create a "Moment of Mission" video to be shown once or twice a year to publicize the ministry and recruit volunteers.
- Coordinate a booth at the annual First Church Ministry Fair

Time requirement:

Approximately 2 to 10 hours per month, depending upon the event and the particular duties of the team member.

Term:

The publicity team members would ideally serve for one year; additional one year terms may be served thereafter. Members may work on publicity for the ministry as a whole or work on event-specific publicity.

Training and Resources

The Coordinator of the Single Parents Ministry or the Event Coordinator will provide information, support, and guidance needed to successfully accomplish this role. Written information about the policies and procedures of the church with regard to communications (i.e. newsletter deadlines, media release policies, etc.) will be provided. A copy of the Religious Communicators Handbook which provides extensive training and information. On-the-job training will be provided by experienced crew members and/or paid staff.

Spiritual Gifts* utilized in this ministry: (check all that apply)

- | | | | |
|--|---|---|--|
| <input checked="" type="checkbox"/> Administration | <input type="checkbox"/> Faith | <input type="checkbox"/> Knowledge | <input type="checkbox"/> Prophecy |
| <input type="checkbox"/> Apostleship | <input type="checkbox"/> Giving/Generosity | <input type="checkbox"/> Leadership | <input type="checkbox"/> Teaching |
| <input type="checkbox"/> Discernment | <input type="checkbox"/> Healing | <input type="checkbox"/> Mercy/Compassion | <input type="checkbox"/> Tongues |
| <input checked="" type="checkbox"/> Evangelism | <input checked="" type="checkbox"/> Helps/Service | <input type="checkbox"/> Miracles | <input checked="" type="checkbox"/> Wisdom |
| <input checked="" type="checkbox"/> Exhortation | <input checked="" type="checkbox"/> Hospitality | <input type="checkbox"/> Pastor/Shepherd | |

* If you need an explanation of Spiritual Gifts download a handout at www.fumc-rr.org/serve.

Talents, specialized training, expertise helpful to effectively accomplish this ministry:

- Vibrant and growing personal relationship with Jesus
- Writing, artistic, desktop publishing, photography, graphic design
- Knowledge of how to write press releases, create Public Service Announcements and submit same to media outlets
- Ability to work within a budget

Who supervises this person?

The Coordinator of the Single Parents Ministry

Benefits to the worker:

You will feel satisfaction providing single parents a time of relaxation and fellowship as you give your time and your talent to promote the ministry.