

August 2016

TO: Prospective Candidates for the Director of Communication position at Christ Community Church

FROM: CCC's Director of Communications Search Team

RE: Applying for the position

Greetings in the name of the Savior!

We are pleased that you are prayerfully interested in the opportunity to join the ministry staff team of Christ Community Church. We welcome your application and resume. As you apply, please read carefully the following documents –

- The application for the position
- The Director of Communications Position Description
- The Statement of Faith of the Christ Community Church

We invite you to fill out the application, and submit it with your resume – on or before Monday, August 29 - to:

Search Team – Dir of Communications
Christ Community Church
5501 George Washington Carver Avenue
Ames, Iowa 50010

We will endeavor to handle your application in a timely fashion, and let you know if and when we would like to take next steps with you.

Thank you again. May the Lord Jesus himself be your encourager as you take this step forward.

David A. Staff
Lead Pastor – Christ Community Church

The Application Process Explained

**Director of Communications
Christ Community Church * Ames IA**

August 2016

TO: Potential candidates
FROM: David Staff, Lead Pastor
RE: The application process

Thank you for your interest in the Director of Communications position at Christ Community Church of Ames. This cover letter outlines the process we will use to accept and process the information submitted by an applicant.

- | | |
|------------|--|
| Step One | Potential candidate downloads and reads carefully the Position Description for the Director of Communication |
| Step Two | Candidate submits an application and resume no later than August 29, 2016 (cf. Application Information Form, available on website) |
| Step Three | Application and resume are reviewed. If candidate's qualifications are sufficient, a second set of information will be requested specifically related to the responsibilities of the position. The candidate will have two weeks from the date of request to submit what is requested. |
| Step Four | 2 nd set of information reviewed and potential interview(s) are scheduled. Questions and concerns are explored and answered. |
| Step Five | Search is narrowed to a preferred candidate, and offer is tendered. |

Preferred Start Date – September 15-October 1, 2016

Again, we are grateful for your prayerful interest in this important ministry opportunity with the Lord Jesus Christ and us. We look forward to hearing from you.

Director of Communications 2016
Christ Community Church * Ames IA

TITLE: Director of Communication

POSITION: Reporting to the Lead Pastor, the Director of Communications will set and guide the strategy for all communications, website and public relations messages and collateral, to consistently articulate Christ Community Church's mission, values, strategies, and ministry-wide information. Our DOC will work closely with the Leadership Team, and more broadly with the staff team and ministry leaders/volunteers as the communications partner on a variety of strategic initiatives.

OBJECTIVE: Leadership which effectively, collaboratively and winsomely produces ministry-energizing communication through print, digital, video, and personal means in a way that invites and inspires everyone to participate in the mission of CCC of Ames. *The ability to take knowledge and transform it into exciting and useful messages, and disseminate it to the right audiences through the best distribution channels is critical.*

RESPONSIBILITIES:

Overall Communication flow/strategy

- Oversee the development and execution of an overall communication plan
- Provide leadership in development of new strategies for communication
- Work across all ministries to improve overall communication at CCC
- Facilitate the collection stories which highlight how our mission is being advanced in the lives of individuals, families, within the community, etc.
- Find new ways to leverage technology for communication

Staff collaboration and work-flow of the communications department

- Supervise communications: through other staff, volunteers, and teams
- Provide clear processes for communication needs to be requested and fulfilled

Written communication

- Oversee the development of all print material
- Serve as the final voice of editing on major publications.
- Write and implement communication for CCC ministry wide events
- Negotiate with ministries when approval isn't possible
- Engage volunteers and coach teams (e.g., Stewardship Campaigns)

Digital and Video communication

- Oversee the development of all electronic and mobile communication tools/avenues (social media, apps, etc.).
- Ensure a website that is current, and serves the mission
- Coordinate and produce mission-strategic video communication projects
- Work with staff and ministry leaders to ensure excellent digital communication(emails, blogs, etc.)

Public communication

- Oversee the development and execution of a public communication strategy
- Serve as final approval of all forms of church-wide marketing / ads, etc.
- Provide guidance to what we communicate to those outside our walls, and how.

Qualifications

CCC's Director of Communications has completed undergraduate training in communications and graphics, and several years of vocational communications experience, ideally in an "in-house" leadership role within a complex (number and variety of constituents) non-profit entity, and covering areas such as website content, newsletters & publications, and communications.

- ✓ Highly collaborative style; experience developing and implementing communications strategies
- ✓ Excellent writing/editing and verbal communication/public presentation skills
- ✓ A strong track record as an implementer who thrives on managing a variety of key initiatives concurrently
- ✓ Relationship builder with the flexibility and finesse to "manage by influence"
- ✓ High energy, maturity, and leadership with the ability to serve as a unifying force and to position communications discussions at both the strategic and tactical levels
- ✓ Sincere commitment to work collaboratively with all constituent groups, including staff, board members, volunteers, ministry participants, and outside constituency
- ✓ Self-starter, able to work independently, and entrepreneurial; enjoys creating and implementing new initiatives

Skill-Sets (preferred)

- Strong Computer Skills – Preferably Mac
- Familiar and comfortable handling/using social media
- Competent in Adobe Creative Suite
- Competent in Video Editing – either Adobe Premiere or Final Cut
- Competent and understands need for web, print, and digital layout

Because of the faith-based and integrated nature of the responsibilities of this position, the DOC must be in full agreement and compliance with CCC's corporate documents (constitution and by-laws), Statement of Faith, and philosophy of ministry (mission, values, strategies, measurements).

Christ Community Church *Ames Iowa
EFCA Statement of Faith

God

1. We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: the Father, the Son and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.

The Bible

2. We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.

The Human Condition

3. We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God's saving work in Jesus Christ can we be rescued, reconciled and renewed.

Jesus Christ

4. We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus—Israel's promised Messiah—was conceived through the Holy Spirit and born of the virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate.

The Work of Christ

5. We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.

The Holy Spirit

6. We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips and empowers believers for Christ-like living and service.

The Church

7. We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the Head. The true church is manifest in local churches, whose membership should be composed only of believers. The Lord Jesus mandated two ordinances, baptism and the Lord's Supper, which visibly and tangibly express the gospel. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.

Christian Living

8. We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.

Christ's Return

9. We believe in the personal, bodily and premillennial return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service and energetic mission.

Response and Eternal Destiny

10. We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace. Amen.

APPLICATION INFORMATION FORM

Christ Community Church
5501 George Washington Carver Avenue
Ames, IA 50014
(515) 232-2765 www.ccames.org



Position Title: Director of Communication

Personal Information

Name _____ Date: _____

Present Address _____ Apt. _____

City _____ State _____ Zip _____

Preferred Telephone Number _____

Email _____ Website _____

Social Security Number _____

Are you legally eligible for work in the U.S.A.? Yes ___ No ___

Have you served in the military? Yes ___ No ___

If yes, branch and dates served _____

May we run a credit check on you? Yes ___ No ___

May we run a background check on you? Yes ___ No ___

Are you currently working? Yes ___ No ___

Employment History (List information on jobs you have held, **starting with most recent**)

Employer _____

Address _____

Contact Person _____

Phone # _____ Email _____

Dates worked: From _____ to _____

Position held _____

Brief description of your responsibilities _____

May we contact this employer? Yes ___ No ___

Employer _____

Address _____

Contact Person _____

Phone # _____ Email _____

Dates worked: From _____ to _____

Position held _____

Brief description of your responsibilities _____

May we contact this employer? Yes____ No____

Employer _____

Address _____

Contact Person _____

Phone # _____ Email _____

Dates worked: From _____ to _____

Position held _____

Brief description of your responsibilities _____

May we contact this employer? Yes____ No____

Employer _____

Address _____

Contact Person _____

Phone # _____ Email _____

Dates worked: From _____ to _____

Position held _____

Brief description of your responsibilities _____

May we contact this employer? Yes ____ No ____

Education (List information on formal education you have received, starting with the most recent.)

Educational Institution _____

Address _____

Dates Attended: From _____ to _____

Degree Received: (circle) BA/BS MA/MS PH.D Other _____

Major, minor, and/or concentration(s) _____

Awards and recognitions _____

Educational Institution _____

Address _____

Dates Attended: From _____ to _____

Degree Received: (circle) BA/BS MA/MS PH.D Other _____

Major, minor, and/or concentration(s) _____

Awards and recognitions _____

Educational Institution _____

Address _____

Dates Attended: From _____ to _____

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