



Communications Director Job Description

The Communications Director at St. Matthew's Episcopal Church works under the direct supervision of the Rector and is responsible for shaping, producing, and coordinating the parish's communications across print and digital platforms. The Communications Director helps tell the story of St. Matthew's to the congregation and the wider community.

This part-time (15-20 hours per week) position requires creativity, strong writing and design skills, excellent organizational ability, attention to detail, and the capacity to manage multiple projects and deadlines simultaneously. The Communications Director will take a proactive role in maintaining the church's voice and visual identity, producing worship and program materials, managing the website and social media presence, and supporting parish programming. Some work outside of regular business hours is expected, particularly during special services, parish events, and seasonal programming.

Duties and Responsibilities

Worship & Print Publications

- Prepare weekly service bulletins, ensuring accuracy, liturgical correctness, consistency, and visual quality
- Collaborate with clergy and music staff to produce visually engaging and accessible worship publication materials
- Design and produce print materials, including flyers, newsletters, posters, signage, digital announcements, and mailings
- Maintain consistent brand standards and a unified visual identity across all parish materials

Digital Communications & Web

- Manage, update, and maintain the parish website, keeping content current, accurate, and welcoming
- Produce and distribute the parish email newsletter and other parish email communications
- Manage and grow the parish's social media presence (Facebook, Instagram, etc.), creating and scheduling regular, engaging content
- Oversee livestreaming and recording of worship services and special events, and manage the parish's video presence (YouTube or similar)
- Create and maintain a cloud-based storage and archive system for bulletins, photos, graphics, forms, and communications records

Content, Design & Media

- Write, edit, and proofread content for bulletins, newsletters, the website, social media, and announcements, maintaining a consistent parish voice
- Photograph—or coordinate photography of—worship, events, and parish life for use across communications
- Develop and maintain an annual communications calendar aligned with the liturgical year and parish programming
- Ensure memorial and honoraria gifts are acknowledged and listed appropriately in parish communications
- Coordinate with clergy and office staff so that baptisms, weddings, deaths, and other life events are announced with pastoral sensitivity and accuracy

Administration & Collaboration

- Attend weekly staff meetings and participate in planning and coordination of parish activities
- Maintain and segment parish email and contact lists in the church database, ensuring accurate information for communications
- Provide communications support for parish programming and special events, occasionally outside normal business hours
- Manage relationships with outside vendors (printers, designers, web hosts) as needed
- Serve as a welcoming presence and reflect the warmth of St. Matthew's in all communications
- Perform other tasks as assigned by the Rector

Qualifications

- Experience in communications, marketing, graphic design, or a related field, preferably in a church or nonprofit setting
- Strong writing, editing, and proofreading skills; detail-oriented and dependable
- Proficiency with graphic design and layout software (e.g., Adobe Creative Suite/InDesign, Canva) and office software (Microsoft Office Suite, Google Workspace); willingness to learn new digital tools
- Experience managing websites, email marketing platforms, and social media
- Familiarity with church management systems (e.g., Realm, ShelbyNext) preferred
- Ability to work collaboratively, meet deadlines, and maintain confidentiality
- Familiarity with the Episcopal Church, its liturgy, and the liturgical calendar preferred
- Commitment to the mission and values of St. Matthew's Episcopal Church

Please send a cover letter, resume, and three references to the Rev. Emily Rowell Brown at rector@stmatthewsmadison.org.