



Director of Communications & Operations

Part-time position developing communications and strategic operations on the BBC staff to fulfill ministry objectives — 20 hours/week

Qualifications: Candidate exhibits a growing Christlike character within all spheres of their life. The applicant shall personally display: integrity, self-control, humility, joy, compassion, authenticity, and relational. Candidate should exhibit strong organizational, communication, and administrative skills with an understanding of and passion for the mission of BBC.

It is paramount that he/she desires to be united in the vision and ministry application of Becker Baptist Church. Applicants must fully affirm Becker Baptist's statement of faith and become a member of the church.

Responsibilities: The main objective of this position is to develop and implement strategic operations and carry out the communications of the ministry of Becker Baptist Church to effectively and efficiently fulfill its mission to know Christ, make Him known. This will be displayed by:

- *Communications:* Create & coordinate weekly communications; manage social media; maintain website; prepare announcement slides and verbal announcements; promote church events and sermon series; plan and prepare annual meeting materials.
- *Church Operations:* Coordinate weekly staff meeting agendas/calendars; maintain and help manage the Content Management System (Planning Center Suite).
- *Strategic Operations:* Coordinate and assist in scheduling/development of ministry events that impact mission and carry out vision; develop and manage the calendar of operations.

Allocation of Hours:

Much of the work to be done for the Director of Communications and Operations will be communicating the ministry of BBC. The remainder of the job is managing and developing missional operations of BBC in order to be effective and efficient. Much of this is office work and the Communications and Operations Coordinator will need to establish office working hours. Staff meeting will be Tuesday 10:15am.

Work/Education Requirements:

- A growing relationship with Jesus Christ and supports the mission and doctrine of Becker Baptist Church.
- Strong organizational, communication, and administrative skills.
- Ability to manage multiple priorities with attention to detail.
- Proficiency with Microsoft Office or Google Workspace; willingness to learn Planning Center and communication tools.

- Experience with websites, social media, YouTube, Canva, and email platforms preferred.

Compensation and Benefits: The compensation will be paid at the rate of \$26/hr. As a part-time position, vacation time will be addressed upon terms of employment and adhering to all employment regulations.

To Apply:

Open until filled. Pick up application from <http://www.beckerbaptist.org/#/home/job-posting> · Complete and return the following to careers@beckerbaptistchurch.org:

- Typed cover letter
- Current resume
- Employment application and additional questions (page 6 below)
- Any written references you may have



Becker Baptist Church
11951 Hancock Street, Becker, MN 55308
office@beckerbaptist.org
beckerbaptist.org
763.261.4202

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First Middle

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Social Security No.: [REDACTED]
Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Are you 18 years of age or older? YES NO Date of birth: _____

Driver's license # / Issuing state: _____

Have you ever been convicted of a crime? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma : _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other : _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References (3 required)

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable,
explain: _____

In Case of Emergency, Notify:

Name: _____ Phone: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Criminal Background Investigation Authorization

I authorize Becker Baptist Church, First Advantage and their agents to investigate my background as it pertains to employment considerations. The investigation encompasses information contained in public records, including any criminal records. I release all persons, companies, or corporations furnishing such information from liability and responsibility.

Signature: _____ Date: _____

In addition please answer the following:

Personal Testimony:

Background and current involvement in churches:

Calling into this type of pastoral ministry:

Interests and passions that draw you to this role:

Qualifications for the role being applied for:

Something interesting about you that you would like us to know: