



## **Communications Manager**

**Holy Cross Episcopal Church, Sugar Land, TX** seeks part-time (18-20 hours per week) Communications Manager. Reporting to the Rector, the CM is responsible for all internal and external communications for the church and school. The CM will work to communicate the mission and ministry of HCC to existing and prospective members. This role will include creative and administrative aspects, with specific roles and responsibilities to include the following:

### **Roles and Responsibilities**

- Manage social media content presence across all relevant platforms.
- Maintain and update HCC website, including design and technical requirements.
- Write and edit content for print and digital publications, i.e., notices, announcements, postcards, flyers, brochures.
- Create graphics for website material, marketing, outreach campaigns, and ministry teams support.
- Oversee and ensure consistent HCC branding is followed in all aspects of communications and across ministry teams.
- Manage HCC calendar to ensure timely promotion of events and ministries.
- Provide support to HC Kids Preschool with its website content and maintenance, consult with and support school director in its marketing and advertising.
- Handle outside media/press opportunities and requests. Coordinate with Rector for appropriate response, provide information/materials, etc. as required.

### **Personal Qualifications**

- A strong personal relationship with Jesus Christ.
- Committed to the spiritual disciplines of prayer and Scripture study.
- Prompt, conscientious, and self-motivated.
- Works well as part of a team dedicated to the life of the Church.
- Personally demonstrates enthusiasm in the service of the ministry
- Is comfortable working in an Episcopal Church setting and (if not a member of Holy Cross) willing to spend occasional Sundays onsite in order to understand HCC firsthand.
- Is committed to HCC's purpose and process for being and making disciples. *See below*

## **Professional Qualification**

- Preference for candidates who have professional experience with church or non-profit communications.
- Strong verbal, written and editing skills.
- Knowledge of writing standards and best practices for digital and print media.
- Utilizes effective time management skills and works independently to meet deadlines.
- Proficiency at basic word processing; strong preference for candidates who have graphic design experience.
- Excellent teamwork, interpersonal skills, and friendly disposition.
  
- Associates or bachelor's degree in Marketing, Communications or related discipline preferred.
- Top potential candidates will have minimum of two years' experience in creative production, marketing, and social media expertise. Experience with print and video production is a plus.

## **Contact**

- Interested persons should contact the Rev'd Scott Thompson, Rector, at [sathompson@holycrosschurch.com](mailto:sathompson@holycrosschurch.com) (281) 633-2000, Ext 103



## **Our Purpose**

Our purpose is simple: To *be* disciples of Jesus Christ and to *make* disciples of Jesus Christ (Matt 28:19-20).

## **Our Process**

Our process is as simple as our purpose: In order to *be* disciples of Jesus Christ and *make* disciples of Jesus Christ we commit ourselves and invite others to join us in a simple, 4 step process:

**1—WORSHIP God** *Regularly*

**2—GROW Together** *Faithfully*

**3—SERVE Others** *Lovingly*

**4—MATURE in Christ** *Continuously*

### Step 1: WORSHIP God *Regularly*

- ***Jesus Did.*** To be a disciple of Jesus Christ is to do what Jesus did. Jesus worshipped God regularly, every week (Lk 4:16). He didn't do just nine commandments. He kept all ten, including the fourth, which is "Keep the Sabbath Day holy" (cf. Ex 20:1-17). As disciples of Jesus, we do the same.
- ***God's Promise.*** As disciples, we gather together each Lord's Day to worship, pray, hear God's Word, and receive grace in the sacraments. And

God's promise is that when we do, he will make his special presences known to us (cf. Matt 18:20; Ps 22:3; Jn 4:23).

- ***Learning to Commit.*** Regularity in worship isn't easy. There are plenty of other things to do. Treating worship as an option rather than a priority is common. But discipleship calls us to something more. So, as a first level commitment, we commit to gathering each Lord's Day to worship him who honors those who honor him (cf. Heb 11:6; 1 Sam 2:30b)

## Step 2: GROW Together Faithfully

- ***Big things happen in small settings.*** As disciples of Jesus Christ, we not only worship regularly; we also faithfully commit to growing together with other believers in small groups. Jesus, his apostles, and members of the earliest Church also gathered together in small groups (cf. Acts 2:41-47; Heb 10:23-25). It is often in small groups that believers grow together in big ways.
- ***Now I See You!*** Small-group fellowship allows us the opportunity to shift from *facing forward*, to *facing each other*. This is where significant relationships take shape, and growing together in faith, knowledge, and love really starts to happen (cf. Eph 4:1-7, 11-16).
- ***Doing the "One Anothers."*** As disciples of Jesus Christ, we are directed in the scriptures to "love *one another*" (Jn 13:34), "encourage *one another*" (Heb 3:13), "serve *one another*" (Gal 5:13), "be patient with *one another*" (Eph 4:2), "honor *one another*" (Phil 2:3), "build up *one another*" (1 Thess 5:11), etc. The key idea in each of these directives is reciprocation: I love you; you love me. I encourage you; you encourage me. Because the small group is a "face to face" kind of experience, it is the perfect setting in which to do the "*One Anothers.*"

### Step 3: SERVE Others Lovingly

- ***The Genuine Article.*** As disciples of Jesus Christ, we not only commit to worship regularly, and faithfully grow together with other believers in a small group setting. We also commit to serving others as part of a ministry team. We make this commitment because Jesus said that loving service is the *authenticating mark* of a true disciple (cf. John 13:12-17, 34-35).
- ***Beyond Consumerism.*** Most things within our culture are consumer oriented. It's easy then to think of the church as merely a dispenser of religious goods and services. Committing to serving others allows us to go beyond being just another "spiritual consumer" to becoming a true "spiritual contributor." Pursuing this third level commitment allows us to shift from merely *going* to church to actually *being* the church.
- ***Being the Message.*** Jesus said that he came not to be served but to serve and to give his life as a ransom for many (cf. Mark 10:45). To be a true disciple of Jesus Christ is not just to be a recipient of his gifts, but an imitator of his life. To be a true disciple of Jesus Christ is not just to tell the message, but to *be* the message. And being the message begins with service to others.

### Step 4: MATURE in Christ Continuously

- ***Keep Working the Plan.*** To mature in Christ continuously is to continue engaging steps 1, 2, and 3, and that "more and more" (cf. 1 Thess 4:1-12).
- ***The Sky's the Limit!*** Maturing in Christ is not a thing that is ever accomplished but is a process of spiritual transformation that is ever ongoing (Eph 4:13-15). The more we put into it, the more we get out of it.
- ***Isolation: Not an Option.*** The maturing process is not something we can do alone, on our own. God, who is himself a community of persons (Father, Son, and Holy Spirit) has designed the maturing process to take place within the context of the Faith Community. At Holy Cross, we are committed to seeing that every believer is growing and maturing in Jesus Christ (Col 1:28)

## WHY?

- Why do ministry this way?
- In addition to the fact that being and making disciples is exactly what Christ calls us to do (Matthew 28:19-20)...
- We are doing ministry this way *because*:
  1. Spiritual maturity is an awesome experience and a worthy goal and continuing in spiritual immaturity is not.
  2. We were created to live close to God not far away; not with God at our periphery but with God at our center.
  3. That mentioned above is what God wants most for us.
  4. That mentioned above is what will lead to true transformation of the world around us. Transformation gives rise to transformation. Starting with us.