



JESUS EXALTED + WORD EXPLAINED
EASTERN STAR CHURCH

Communications: Graphic Design

Assist the Communications Team with the design and edits of Tier 1 graphics (i.e. announcements, ministerial promotions, etc.) as needed. All work/pieces developed will go through an approval process, and once approved the Communications Department will distribute to the Street Team and for social media.

Ministry Area/Department	Communications
Position	Graphic Design
Accountable To	Director of Communications
Ministry Target	General Congregation
Position Is	Volunteer
Position May Be Filled By	ESC Member
Minimum Maturity Level	New, Growing Christian
Spiritual Gifts	Administration, Service
Best Personality Traits	Consistent, Dependable
Length of Service Commitment	One (1) Year Minimum

ANTICIPATED TIME COMMITMENTS

1. Doing ministry/preparing for ministry: 1-2 assignments per month or willing to commit hours per month/year
2. Participating in meetings/training: monthly meetings

RESPONSIBILITIES/DUTIES

1. Be highly creative and imaginative
2. Have good written interpersonal skills
3. Work well in a team
4. Be able to work under pressure and make deadlines
5. Have an eye for detail
6. Be willing to work outside 'normal business hours'

**All videos produced for Eastern Star Church that have been approved and distributed (hard copy/digitally/electronically) to the organization will be the property of Eastern Star Church. All credits will remain that of the graphic designer.*