



Metropolitan Chicago Synod

Evangelical Lutheran Church in America

God's work. Our hands.

Part-Time MCS Director of Communications

Responsibilities and Roles

The mission of MCS Communications is to connect people with people, to connect people with the church, and to connect the church with itself.

Current responsibilities and roles for Director of Communications include:

Writing and Editing

- With theological nuance, a pastoral heart, and an intercultural sensibility, work with staff to edit important communications, speeches, and addresses
- Work closely and collaborate with the bishop
- Edit, update, and curate the synod website

News and Information Sharing

- Curate and create/oversee the weekly newsletter through MailChimp
- Receive newsletter requests from ministry partners as well as ELCA Churchwide offices, and be in professional and regular communication with them
- Receive and manage job opportunities from ministry partners and MCS congregations on the MCS Website
- Write (or edit) and publish professional obituaries
- Edit and publish other official announcements, including the announcements of retirements, professional transitions, ordinations, etc., as requested by Bishop and Pastoral Staff
- Utilize event registration software to generate registration pages for events, including Synod Assembly registration
- Work with Pastoral Staff to keep supply preaching, musician supply, and vacancy lists up to date and accessible

Connecting & Storytelling

- Curate and recruit writers for the [MCS blog](#) with an eye toward relevant national or ecclesial seasons or special days, and an aim of ‘connecting’ as described in the Communications Mission Statement (Throughout 2020-2021, we have often done this through first person narratives posted to the MCS Blog that we’ve called ‘Why I Came & Why I Stayed’ stories.)
- Be in conversation with MCS congregational leaders, seeking out stories that should be uplifted for the good of MCS

Directing

- Create a flexible annual communications plan
- Collaborate with Synod Photographer to curate social media in harmony with the Communications Mission Statement and the flexible communications plan (Instagram, Facebook, YouTube)
- Work collaboratively with Synod Covid Team, official ministries, working groups, and teams within the synod
- Work with and manage externs (when applicable)
- Say ‘no’ to news, stories, and publication requests that are not in line with the mission and values of MCS as outlined in our 2020 Communications Policy
- Work with MCS communities and groups whose primary language is other than English to ensure that important communications are published in those groups’ primary languages
- Update MCS Communications Policy as needed

Working With Synod Assembly Team

- Work with Synod Assembly Coordinator and Synod Assembly teams to effectively execute communications regarding the assembly, from save-the-dates and announcements to information, through post-event follow-up.

Other

- Participate in office banter as needed
- Other duties as assigned

Interested? Email resumes with cover letters to office@mcselca.org through 12-noon on September 10, 2021.