

ABC Communications Sub-Committee Statement of Interest

Members of Antioch Baptist Church (ABC) interested in serving on the ABC Communications Subcommittee who have not previously served in this capacity must complete this brief statement of interest. If you have any questions, please email the point of contact listed below.

Please complete the information and save the file with the name of the ABC Committee and Your Last Name (For example: Communications Brown and **Send the completed form to ABC.PLC@antioch-church.org**

Point of Contact: Deacon Marilyn Crouther at Marilyn.Crouther@gmail.com

Duties

- Plan, create, and edit written materials
- Implement best practices in content writing, and ongoing improvements for flow/organization of materials and graphics
- Edit and proofread for grammar, spelling, style, and punctuation
- Assist with layout, color and overall design including the incorporation of monthly churchwide and national programs/events
- Ensure content and final product is delivered on schedule

Desired Skills/Competencies

- Member of ABC and demonstrated engagement in ABC ministries and learning
- Strong, thoughtful, concise written and verbal communications skills
- Ability to read the target audience, create meaningful narratives and communicate the desired outcome
- Strategic thinking and problem solving
- Innovative approaches

In addition to the desired skills, the following competencies are also needed on the team

- Microsoft Word, PowerPoint, or Publisher skills
- Program/project management and database management experience

Please provide a written response covering the information below, **not later than May 10, 2024** (not to exceed 2 pages)

- Name
- Why do you want to serve on the committee?
- Briefly describe the skills you bring to the subcommittee and how they are relevant to the work of the subcommittee.
- List the ministries, church activities, Christian education, and spiritual growth areas in which you are/have served/participated.
- Additional documentation requested: Current Resume or Bio