



SCHEDULE "A"

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| Job Title | Manager of Communications |
| Department | Communications |
| Location | Prince of Wales Campus |
| Band/Salary Range | B/TBD |
| HR Contact | Caitie Clarke cclarke@metbiblechurch.ca |
| Will Train Applicant(s) | Yes |
| Track | Operations |
| Supervisor | Executive Pastor |
| Travel Required | Within city limits |
| Position Type | Full-time |
| Date Posted | N/A |
| Posting Expires | N/A |
| Send cover letter & resume to | employment@metbiblechurch.ca |

Position Summary

The Manager of Communications leads the Communications department at The Met, a dynamic and growing church with over 2,300 attendees. This individual oversees all aspects of internal and external communication, ensuring alignment with the church's mission, seasonal rhythms, and ministry initiatives. Reporting to the Executive Pastor, the Manager of Communications directs the team and collaborates across departments to implement best practices, innovate communication strategies, and enhance the clarity and reach of The Met's message across digital, print, and in-person platforms.

Reporting Relationship

Reports to the Executive Pastor

Experience and education

Qualifications

- Bachelor's degree in Communications, Marketing, Media, or related field.
- 5+ years of experience in a senior communications role, preferably within a church or ministry setting.
- Proven experience managing teams and large-scale communication projects.
- Strong understanding of digital communications, storytelling, branding, and user experience.
- Proficiency with Planning Center, ProPresenter, Mailchimp, Squarespace, and multimedia tools.
- Strong organizational, interpersonal, and project management skills.
- Ability to work Sundays and flexible hours for special events occasionally.
- Committed Christian with a passion for local church ministry and alignment with The Met's theological convictions and mission.



Key Skills

- Supervise and develop communications team, providing regular feedback, mentoring, and regular performance evaluation.
- Encourage creativity, collaboration, and mission-aligned storytelling within the team.
- Participate in weekly team meetings and staff-wide planning efforts.
- Build strong relationships with ministry leaders to ensure effective communication partnerships.

Other

- Must be a member Metropolitan Bible Church or able to complete the membership process within six months of joining.

Relational Style

- Respectful, approachable, cooperative, and trustworthy—consistently reflecting The Met's vision and values.
- Demonstrated ability to build rapport with volunteers and lead teams with encouragement and clarity.
- Able to collaborate across multiple departments and balance competing priorities with grace.
- Skilled at managing and prioritizing multiple projects and deadlines effectively.
- Proactive in identifying challenges and navigating bottlenecks before they escalate.
- Exercises sound judgment and mediation skills in interpersonal and team dynamics.
- Self-motivated, with a proven ability to inspire and mobilize others toward shared goals.

Role and Responsibilities

Strategic Leadership

- Research and implement best communication practices from other leading churches in consultation with the Executive Pastor.
- Lead the Communications Department in alignment with the church's mission and seasonal ministry priorities.
- Evaluate and improve communication systems, including the development and rollout of a seasonal planning tool and implementation process.
- Oversee and continually refine the full communications pipeline from intake to delivery.
- Take lead in the preparation of an annual report for AGM.
- Keep ears open to stories of life-change within the church. Develop ways to creatively communicate those stories via annual report, video, interviews, newsletter, or through social media.

Project Oversight & Content Execution

- Supervise all incoming communications requests from staff and ministry teams to logical and timely completion.
- Plan and execute two "Snapshot" updates per month—concise, visual updates for the congregation.
- Plan and deliver special church-wide letters and strategic messaging campaigns as needed.
- Collaborate with church's ministries for monthly ministry spotlight feature as per plan.



- Manage and regularly update all local digital signage that are inside and outside Met campus.
- Writing, editing and proofreading of all written communications. This individual serves as the “eyes” for all things print and electronic, looking for clear communication, brand presence and consistency.
- Is current on creative, communications and technological trends and looks for opportunities to use this information to more effectively communicate with the community and church family.

Sunday Service Support

- Work with the Pastoral Executive Team (PET) to shape and plan Sunday announcements with clarity and mission alignment.
- Work with teaching pastors for sermon graphics that support the message through design for series graphics and weekly sermon graphics.
- Oversee the setup and execution of Sunday service communication pieces: pre-service slides, sermon graphics, announcement videos and photos.
- Work with the Production team to ensure consistent, high-quality livestream and in-house TV service streaming (e.g., YouTube, sanctuary TVs).
- Troubleshoot communication-related issues live on Sundays as needed.

Digital Platforms & Tools

- Lead the website redesign using a modern template-based platform, and oversee ongoing content management and updates post-launch.
- Manage all communications tools and platforms including:
 - Planning Center Online (PCO) – for managing registrations
 - Mailchimp – email campaigns and newsletters
 - Wufoo – forms and registrations
 - Subsplash – app and digital content
 - Squarespace – website management
- Ensure communication pieces are aligned across platforms with consistent branding and messaging.

Special Events & Seasonal Campaigns

- Plan and oversee communications for all major events and seasonal initiatives (e.g., Christmas, Easter, Fall Launch, Missions Conference).
- Coordinate with relevant ministry leaders to ensure timely promotion, clear messaging, and compelling visuals.

Membership & Congregational Communication

- Supervise all communication related to Membership Classes, Membership Inductions, and Annual General Meeting (AGM) logistics and messaging.

Work Environment

- Fast-paced, highly collaborative, and purpose-driven.
- Requires availability on Sundays and during seasonal events.
- Hybrid of administrative, strategic, and hands-on creative work.



Additional Notes

- Please advise us of any accessibility-related accommodation in your cover letter (or email).
- This job description is subject to change or revision at any time during employment. By accepting an offer of employment, the employee acknowledges and agrees to this condition.

Last revised: 23 April 2025



SCHEDULE "B"

DOCUMENTS AVAILABLE ON <https://www.metbiblechurch.ca/member-resources>

1. Metropolitan Bible Church Ministry Corporation Bylaw May 26, 2024
2. Metropolitan Bible Church Property Corporation Bylaw May 26, 2024
3. Personnel Manual (available upon acceptance)