

BEREAN BAPTIST CHURCH

FAYETTEVILLE, NC



Graphics Designer

Responsible to the: Executive Pastor

General Job Description

Design and print all graphics, pictures, and promotional material for the church and academy.

Skills and Qualifications

- Must be a member of Berean Baptist Church
- Must be in complete agreement with the church covenant and articles of faith
- Must remain actively involved in outreach and a church ministry
- Must be able to speak to visitors and members about Christ, the Gospel, and Bible topics as needed
- Must be able to pray with visitors or persons attending ministry activities
- Must adhere to the policies set forth in the employee handbook and employee expectations
- Must have excellent communication skills, work well with others, be willing to learn and develop new skills, highly motivated, and detailed oriented
- Must be able to work in MS Office products
- Must be able to work in Adobe products
- Must be able to meet deadlines and progress without direct supervision
- Office administrative experience preferred but not required

Responsibilities

- Design all graphics for the church and academy
- Design the graphics for all advertisements and promotions the church or academy run in magazines, newspapers or any social media
- Oversee graphics and/or artwork prepared by other members of the staff to include social media, shower invitations, birthday cards, etc.
- Design the artwork for all church publications, to include but not limited to:
 - Weekly bulletin covers, newsletters and special emails
 - Web banners, carousel and other images for both church and academy web sites
 - Before-service slides and narthex TV ads
 - Wedding and funeral covers
- Design all brochures for the church and academy
- Maintain church photo directory, updating with photographs of new members and families. Coordinate a church-wide photo day at least bi-annually
- Photograph church and school special events, new staff, building projects, etc.
- Maintain current staff and team images on web site
- Post approved pictures onto social media (Facebook, Twitter, etc.)
- Create and print collages of the images for the school and church
- Design academy yearbook cover and backgrounds and edit pages as needed
- Create PowerPoint slide masters with sermon series backgrounds, layouts, and font colors
- Design or assist with various other tasks assigned by the Senior or Executive Pastor