**Communications Team**

**Position:** Church Announcer  
**Reports To:** Pastor/Church Leadership  
**Status:** Volunteer

**Position Summary:**

The **Church Announcer** is responsible for delivering clear, engaging, and spiritually uplifting announcements during church services and special events. This role ensures that the congregation is informed about upcoming events, ministry opportunities, and important church updates in a way that encourages participation and connection.

**Key Responsibilities:**

**1. Delivering Church Announcements**

* Present weekly announcements during worship services in a warm, professional, and engaging manner.
* Communicate key information clearly, ensuring all details are accurate and up-to-date.
* Maintain a **positive and inviting tone** to encourage congregation involvement.

**2. Preparing Announcement Materials**

* Review and compile relevant church updates from ministry leaders and the church office.
* Edit and format announcements for clarity, conciseness, and effectiveness.
* Ensure announcements align with the church’s mission and vision.

**3. Coordinating with Leadership & Media Teams**

* Work closely with the **Pastor, ministry leaders, and media team** to ensure all announcements are accurate and properly scheduled.
* Coordinate with the **multimedia team** for slides, videos, or visual aids that accompany announcements.
* Ensure announcements align with any **sermon themes or special church initiatives**.

**4. Engaging with the Congregation**

* Encourage church members to participate in events, volunteer opportunities, and small groups.
* Answer any basic questions about upcoming events or direct inquiries to the appropriate ministry leaders.
* Use a **warm and welcoming approach** to make newcomers feel included.

**5. Special Event & Digital Announcements**

* Assist with announcements for **special services (holiday services, conferences, outreach events, etc.)**.
* Record short video announcements for social media or church emails if needed.
* Be available for additional announcements during midweek services or special meetings.

**Qualifications:**

* **Strong communication and public speaking skills** with a confident and friendly delivery.
* Ability to **speak clearly, concisely, and with enthusiasm**.
* Comfortable speaking in front of large audiences.
* **Organized and detail-oriented**, ensuring all announcements are prepared in advance.
* Works well with **church leadership, staff, and media teams**.
* A heart for ministry and a **willingness to serve**.

**Time Commitment:**

* Sundays (before and during service), Special events (as needed)

**To Apply:**  
If you feel called to serve in this role, please email: [**bwc@breakingwalls.org**](mailto:bwc@breakingwalls.org)or speak with Sister Mona for more details.