Design Specialist

Reports to: Visual Media Director Updated Date: 10/06/2026

PURPOSE OF MINISTRY: To use graphics and other visuals to help people engage with our sermons, our ministries, and our mission.

The position of Design Specialist at Grace Church requires the employee to perform the following ministerial functions, which are an integral part of his or her employment. These ministerial functions include, but are not limited to, leading and/or participating in staff devotions and/or prayer, sharing the Gospel with guests or others when called upon to do so during the workday, and the written or verbal communication of biblical teachings. The employee will also be required to live on – and off-duty in accordance with the Ministry's statement of faith, code of conduct, and general beliefs.

In addition to the ministerial functions required by the position of Design Specialist, the employee must also be able to perform the following duties:

POSITION DESCRIPTION

1. Specialize in graphic design and other media support for the ministries of Grace Church. This will Include (but is not limited to) graphics, print/digital material, in-house/outsourced collateral, engaging life change stories, and promotional/social graphics and videos.
2. Create visual support for all in-person and online worship experiences and other all-church and assigned events.
3. Assist in the development and carry-out of a collaborative design process to assist Grace Church ministries in their needs.
4. Support the Sunday morning teaching team with visuals, including slide templates, graphics, etc. as requested.
5. Design marketing materials for all campuses and ministries. Maintain brand consistency across multiple locations.
6. Carry out a communication plan created by the Communications Team, by developing and maintaining social media content alongside Visual Media Team.
7. Assist in the development of sermon series visual direction in collaboration with the Visual Media Team. Run lead on the creation of all graphical needs for each sermon series.
8. Be the primary creator of all event graphics, in collaboration with the Visual Media Team, that support churchwide events and our vision.
9. Create print resources for our church, including: sermon support, annual reports, discipleship resources, info cards for Sunday morning, cards for kiosks and connect spaces, and business cards as needed.
10. Assist with other church communications as needed.
11. Support Weekend Experience Team with other needed responsibilities week to week, including but not limited to production, staging, and other creative support.
12. Content creation for other ministry areas under the direction of the Visual Media Director.
13. Carry out administrative responsibilities (meetings, weekly reports, correspondence, follow-up).

QUALIFICATIONS

1. A follower of Jesus Christ who desires to use visual and creative skills to impact the local church and world.
2. Knowledge of graphic design, social media platforms, and general marketing trends.
3. Experience in team based design platforms (specifically Canva). Familiarity using the Adobe Creative Suite, especially Illustrator and Photoshop.
4. Experience and applied knowledge of graphic design expected.

SPIRITUAL RESPONSIBILITIES:

1. Demonstrates a consistent devoted walk with the Lord.
2. Supports the mission, values, vision, and strategy of Grace Church.

TIME COMMITMENT:

This is a full time salaried and benefited position.

ETERNAL SIGNIFICANCE:

To provide media content and contribute to worship experiences in a meaningful way, which will help people discover faith in Jesus Christ and to grow in fuller devotion to Him.

_____

Employee Signature Date

_____

Supervisor Signature Date