Graphic Designer

Creative Department | Part-time paid position

Hours: 10–15 per week Status: Open — to be filled
Reports to: Associate Pastor of Worship

Position overview

Develops and maintains Building Church’s visual identity through clear, professional, consistent design supporting weekend services, ministry events, marketing, and outreach.

In-service & weekend graphics

- Create sermon series artwork, message titles, announcement slides, and promotional visuals.
- Prepare correctly sized assets for sanctuary screens, lobby displays, and ProPresenter.
- Deliver approved graphics to the Production Team by established deadlines.

Marketing & print

- Design flyers, push cards, invitation cards, posters, and event promotional materials.
- Prepare accurate print-ready artwork and coordinate specifications with approved vendors as needed.

Branding & visual identity

- Apply Building Church logos, typography, colors, and visual standards consistently.
- Develop visual concepts for sermon series and campaigns.
- Build reusable templates and maintain editable, organized design files.

Digital graphics

- Create social posts, story templates, carousels, and campaign graphics.
- Adapt artwork to different platforms and collaborate with the Content Coordinator on delivery.

Weekly deliverables

- Complete scheduled sermon, announcement, event, and social graphics within agreed deadlines.
- Maintain project status updates, organized source files, and forward planning for major campaigns.

Team collaboration

- Attend a weekly 20–30-minute creative planning meeting.
- Maintain organized church-owned project files and communicate deadlines, project status, and obstacles.
- Work within approved priorities, budgets, and scheduled hours; seek approval for additional hours.

Performance standards

- Produce accurate, timely work aligned with Building Church’s visual identity and ministry values.
- Demonstrate strong communication, reliability, attention to detail, and collaborative professionalism.

Qualifications & skills

- Proficiency in Adobe Photoshop and Illustrator or comparable professional design tools.
- Strong typography, layout, composition, and brand identity skills.
- Experience preparing digital and print-ready artwork.
- Ability to manage deadlines, revisions, and several ministry projects.
- Church media and ProPresenter familiarity preferred; alignment with Building Church’s mission.

Position objective

Build a cohesive, recognizable visual identity that supports ministry communication, engagement, and outreach.

Employment classification, compensation, and scheduling details are determined through Building Church administration.