

Communications

General Contact: Amy Warren at awarren@havestrockford.org

Photography

Roles:

Areas we cover:

- Sunday morning – both regular services and special services
- Men's Events
- Women's Events
- Holidays – Easter, Christmas Eve
- Ministries – Student, 20's, 4th and 5th
- Baby Dedications
- Baptisms
- Special events

Goals:

- To have your favorite 3-5 pictures the same day as the event, even before you leave the event (to pass to Harvest to post same day is ideal, but next day is our general deadline).
- To have representation from a variety of ministries.
- Use less stock images for our website/published events and use more of our own photography.
- To show what God is doing is on our church.
- Use images to help advertise events.

Time Commitment:

- We can't give personal credit for photos to volunteers.
- If you commit to an event and can't end up covering it, that you let Amy W. know (or find a sub).
- That you don't post the photos that you are giving to Harvest on your personal accounts, so that the first time they are public, Harvest is revealing them. You can always go back and share Harvest's post.
- Some photographers will commit to a rotation of "being on" on a Sunday morning to shoot photos. The average commitment will be once every 4 to 8 weeks, with some additional special events.

Editing

Roles:

- The Sunday morning bulletin
- All church e-mails
- Less frequently – social media memes.
- Less frequently – special publications or advertisements for the church.

Time Commitment:

- Typically editing will be every 2 to 4 weeks.
- You will be on a rotation with other editors to receive the Sunday morning bulletin via e-mail, or a test of an all church e-mail before it is sent. A typical turn-around time would be 2 days on average.
- Less frequently you might receive a text to look over a social media post/meme before it is posted live.

Graphic Design

Roles:

- Project based Graphic Design or Digital Production Art
- Using existing brand guidelines to create announcement slides or other on-screen graphics for specific ministries as directed by Art Director or Communications Director.

Necessary Skills:

- Graphic design education or training
- Knowledge of Creative Suite or some Adobe programs (1 or more: InDesign, Photoshop, Illustrator)
- General Creativity / Artistic Eye
- Ability to take guidance and work within the guidelines given by the Harvest Rockford Art Director or Communications Director

Time Commitment:

- As needed – per project basis
- Flexible based on your availability

Artwork for Harvest Design**Roles:**

- Creating art (variety of forms are potentially used) for Harvest Rockford design purposes

Necessary Skills:

- Artistic – Including but not limited to a variety of art mediums (painting, drawing, woodcutting, printmaking, lettering)
- General Creativity / Artistic Eye
- Ability to take guidance and work within the guidelines given by the Art Director

Time Commitment:

- As needed – per project basis
- Small time commitment with ability to say no
- Quick turn-around may be needed when project is accepted

Note: Designs/Art may not be used based on the discretion of the Harvest Rockford Art Director