



## Visual Designer

Position Type: Non-Exempt, Hourly  
Category: Part-Time  
Classification:  
Reports to: Director of Communications

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### ORGANIZATIONAL OVERVIEW

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At St. Luke's United Methodist Church, we are an open community of Christians helping people find and give hope through Jesus Christ. We are committed to our community on the northside of Indianapolis and have seen our reach grow regionally and beyond through our digital presence. With a membership of over 6,000 we are the largest United Methodist Church (UMC) in Indiana and one of the largest in the U.S.

People are attracted to St. Luke's for our values: Our commitment to live the mission of the UMC, "To make disciples of Jesus Christ for the transformation of the world" and living the Christian faith in a way that is open to everyone - regardless of their gender, race, ethnicity, sexual orientation, nationality, disability, or socioeconomic background. As a church we are working to ensure that our congregation and its leadership represent the diversity of the community in which we are located. We are dedicated to including women, people of color, and LGBTQ+ as staff and in positions of leadership and decision making.

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### POSITION OVERVIEW

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As a Visual Designer at St. Luke's UMC, you are a strategic thinker and designer, eager to help our members and our community gain insights through clear, creative, and compelling communications. You are a team player who is ministry-minded, organized, and open to feedback; you are capable of listening, understanding needs and meeting those needs through the development of creative and visual solutions. Collaboration with fellow team members to solve design problems and meet project requirements using type, color, space, and imagery is essential.

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### RESPONSIBILITIES

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- Understand & implement visual identity design standards in all new digital and print projects.
- Monitor brand design compliance & make recommendations to Director of Comms for updates.
- Develop & Update templates including but not limited to bulletins, looping slides, sermon series campaigns, hallway video screens, and signage in cooperation with Director.
- Support production of bulletins for all services, with updates; printing & design adjustments as needed.
- Create looping slides & package slide decks for worship as requested.

- Maintain slide show content and update for hallways slides (weekly) making use of existing slides and other reusable assets.
- Provide visual support to video production & photography team as needed.
- Prepare, edit, and ensure accuracy of weekly bulletin, print, and deliver.
- Oversee and recruit volunteers for bulletin assembly if necessary.
- Develop & implement digital assets management system to protect photos, design files etc. in coordination with department.
- Support annual budget preparation with cost analysis for annual production planning; forecast costs related to assignments, keep projects within budget.
- Update job knowledge by participating in educational opportunities; maintaining personal networks; participating in professional organizations.
- Other duties as assigned.

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## **QUALIFICATIONS**

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***Demonstrate passion about the Christian faith, actively seek to grow in personal relationship with God and be committed to the mission and purpose of St. Luke's.***

- Relational team player who can flourish in a Christian-based environment with clear sense of integrity, work ethic and a sincere interest in building strong relationships based upon competency and trust.
- Experience in a church setting – either serving or attending – with an understanding of culture, leadership structures and congregations.
- Certificate or equivalent work experience from a Fine Arts program/Graphic Design school.
- A strong portfolio displaying a wide variety of work, specifically branding design.
- Strong working knowledge of design principles, typography, and best practices in design.
- Proficiency with Adobe Creative Suite 6 or later and Microsoft Office Suite.
- Experience in image manipulation.
- Strong organization and project-management skills; attention to detail and the ability to handle multiple projects on deadline.
- Strong communication skills: ability to present work well and give design rationale.
- Able to reflect on and examine production processes for their strengths & weaknesses, recommend improvements.
- Must submit to a background check and drug test.
- Some scheduling flexibility required, with in-person days needed.

***This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.***