

JOB DESCRIPTION: Worship Media Technician

REPORTS TO: Worship Director

CLASSIFICATION: Hourly
Up to 8 Hours per Week



Position Summary: The Worship Media Technician is responsible for producing weekly worship power point media and other visual media as directed by the Lead Pastor and the Worship Director. This includes (but not limited to) Sunday worship services and other special services that take place during the year. An important part of this job is to recruit and train volunteers or substitutes to support or fill in as needed.

Primary Responsibilities, Duties, and Performance Indicators:

Scheduled Hours

- Weekly hours may vary according to team member contributions to upcoming worship and events.
- This position has the ability to flexibly schedule a portion of the work according to deadlines determined by the Pastor and Worship Director. Style and content will be done in partnership with the Pastor, Worship Director and other church personnel as needed.
- Is present for most worship services on Sundays or other seasonal worship services. If unavailable, ensure that the media presentation and system is prepared for a trained and authorized substitute or volunteer to assist.

Media Production

- **Live stream / record the weekly worship service:** YouTube/Facebook.
- **Prepare the Media file for worship services:** Power Point or other programs such as Proclaim or Pro Presenter.
- **Setting up and operating equipment:** This involves handling cameras, projectors, and other multimedia tools for events, broadcasts, or recordings.
- **Troubleshooting technical issues:** Diagnose and resolve problems with media equipment to avoid disruptions during live events or productions.
- **Editing and processing content:** Edit audio and video recordings, ensuring high-quality output for presentations or broadcasts.
- **Collaborating with teams:** Work closely with Worship Director, Pastor, volunteers, and other team members to meet the technical requirements. Coordinate with the pastor on videos, sermon images and other visual enhancements.
- **Maintaining and upgrading equipment:** Regular evaluation and maintenance of audio gear to ensure smooth operations.
- Provide media support for online social media posts and other online posts.
- Provide media support for funerals/weddings as needed. (Paid separately - \$100/funeral)

Volunteer Leadership

- Recruit, train and lead volunteers to assist with visual media production as needed.
- Update, maintain and develop instructions for AV Booth Procedures.
- Foster and maintain healthy working relationships with staff, AV volunteers, and church members.

Technology and Equipment

- Assess and make recommendations for visual media system upgrades as needed.

Budget and Administration

- Prepare visual media budget recommendation annually and submit to Administrator.

Background, Skills, and Qualifications

- Two or more years of related experience and/or training. A degree in computer graphics and or marketing or related field is favorable, but not required.
- Must possess strong computer skills, including proficiency with Microsoft Office (Outlook, Word, Excel, and PowerPoint). Experience with Proclaim or Pro Presenter is a bonus! Able to operate or learn to operate streaming software such as OBS Studio.
- Experience working with a video, and media equipment.
- Ability to use or learn to use video editing skills and experience with editing software
- Excellent verbal, written and interpersonal communication skills. Edits work for spelling and grammar.
- Team player; Organizational skills; an eager learner; and a problem solver.
- Bonus skill – Provide IT assistance on staff computers, computer upgrades, Microsoft 365, etc. (not required)

Authority and Freedom to Act: Purchasing decisions will be made with the approval of the Pastor and Administrator and in accordance with church expense policies and budget guidelines as approved by the congregation annually.

Accountability: This position is administratively Worship Director but may be asked to complete other projects from the Pastor, Director of Youth and Family Ministry, or other staff members as time permits. This position will be reviewed annually.

Support: Support for this position will be provided by all co-workers on our staff and the Personnel Committee.

Compensation and Benefits: To be determined at the time of hiring and placed in the employee's personnel file. Compensation and benefits will be reviewed during the annual review and any changes noted in writing and placed in the employee's personnel file. The Employee Handbook serves as a resource for all lay professional employees.

This job description indicates the general nature and level of work expected of the employee. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, who may be asked to perform other duties as required.