

Communications/Worship Tech Coordinator Job Description



Department: Community Engagement/Worship

Classification: Full-Time, Salaried, Exempt

General requirements for all Community Church staff:

1. Committed to be an active personal disciple of Jesus including winsome modeling of Christian life and family relationships.
2. Comfortable serving in a church under an elder board that includes men and women.
3. Possesses a teachable, cooperative, humble and respectful demeanor and attitude.
4. Committed to active and personal participation in the life of this local church.
5. Committed to helping individuals engage, serve, volunteer and use their gifts in the context of this local church.
6. Committed to appropriate confidentiality in the lives of those we serve and care for.
7. Possesses a contagious passion for reaching those without Christ, both nearby and around the world.
8. Personally motivated to respond to all issues with the grace and love of God.
9. Ability to set and reach goals and objectives, and organize ministries to reach objectives.
10. Possess an excellent work ethic and a passion to do the best job possible with available resources.
11. Whenever possible, willingly collaborate with other staff and ministry teams as opportunities or needs arise.
12. Champion unity in the church on every occasion, zero tolerance for gossip or the misuse of words and a thorough commitment to conflict resolution as detailed in Matthew 18.

Primary Functions:

To advance the vision and mission of Mt. Pleasant Community Church by leading, directing and overseeing the ministry of worship technology and engaging the congregation into the life of the church through the use of effective communication messages and strategies.

Duties:

1. Oversee all technical aspects (lighting, sound, computer graphics, and video presentation) of Sunday morning services.
2. Recruit, train, lead, schedule, and manage tech arts volunteers. Build a community of tech volunteers by incorporating healthy aspects of group life and leadership development.
3. Serve as 'house manager' of the worship technology within our facility which includes, but not limited to, regular maintenance, setup/teardown, documentation and knowledge of systems.
4. Create, organize, plan, and implement effective communications messages and strategies for and with the church.
5. Provide Audio/Visual technology support for other programs and events throughout our campus. This support includes, but not limited to, arranging volunteer assistance or training other ministry leaders.
6. Provide support and assistance to church and ministry leaders to convey their vision and communication priorities to appropriate audiences.
7. With appropriate supervisors, develop and oversee a balanced budget for Worship Tech and Communications.
8. Attend Community Church staff and/or department meetings as deemed necessary.
9. Perform other duties as assigned.

Accountability:

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The Communications/Worship Tech Coordinator is accountable to the Director of Worship Arts and Director of Community Engagement and will receive an annual performance review. Compensation is reviewed annually by the Elder Board and the Board of Trustees.

Qualifications:

1. Effective communication skills (oral and written).
2. Excellent people management and development skills both with paid and volunteer staff.
3. Experience in ministry in a medium to large church setting.
4. A self-motivated leader possessing relational skills with staff, volunteers and congregation.
5. Knowledge of A/V/L system operation and function.
6. Proficient in content creation with Adobe suite (or equivalent).
7. Basic proficiency with Microsoft Office tools, including, but not limited to, Excel, Word, and PowerPoint.
8. Basic proficiency with database software (Community Church to provide training).
9. Undergraduate degree preferred.