

# Montgomery Community Church

## Position Description

**Title:** Worship Arts Technical Director

**Classification:** Regular Full-Time, Salaried, 40-50 hrs/wk

**Benefits:** As indicated in the MCC Employee Handbook

**Purpose:** The primary purpose of this role is to support Worship Arts and MCC ministry events by overseeing the operation and maintenance of audio, video, and lighting systems, while demonstrating a strong commitment to Jesus. This person will help use technology effectively and strategically to enhance the experience of attendees, empower others to develop their skills and build volunteer teams.

### **Responsibilities:**

#### **A General**

- 1) Maintain a reliable system and provide technical support for worship services and events through audio, video, and lighting production.
- 2) Manage all audio, video, and lighting equipment by overseeing the purchase, maintenance and operation and assessing future technology needs.
- 3) Work with the Worship Arts Pastor to implement purchase strategies and timelines, while carrying projects from inception to final product.
- 4) Update and maintain all production technologies campus wide by ensuring they are in order, contacting proper vendors for repairs in a timely fashion, and keeping reliable records for purchasing and licensing.
- 5) Prepare weekend stage for weekly rehearsal and services, and special events: set up/tear down/repositioning of equipment, physical patching of lines to consoles, positioning workable lighting, and manage input lists (stage design, props, etc.).

#### **B Operations**

- 1) Maintain weekly communication with volunteers and key staff members re: weekend services/events to ensure all volunteer team members are informed, schedules are complete, especially regarding new worship formats and special elements.
- 2) Serve as liaison between Worship Arts Ministry and other MCC ministries needing technical resources and support.

#### **C Staff Supervision**

- 1) Mentor ministry staff to empower, encourage, and enable their development and growth in their assigned areas of ministry.
- 2) Supervise, train, and coach direct reports to implement and effectively accomplish the work of the ministry assigned.
- 3) Develop and effectively communicate performance expectations, develop appropriate accountability processes, conduct performance reviews at least annually, and create professional development plans for each direct report.

- 4) Work with and assist the Operations staff in areas of personnel management (i.e., hiring process, benefits, compensation, disciplinary situations, etc.).
- 5) Understand and operate within the policies and processes outlined in the Employee Handbook to ensure consistent application throughout the church.

**D Lay Leaders and Volunteers**

- 1) Build ministry capacity through the recruitment and training of lay leaders and volunteers to ensure the effective implementation of ministry objectives, goals, and action plans.
- 2) Equip, disciple, coach, and supervise ministry lay leaders and volunteers so they may grow like Christ and effectively use their giftedness in God's church.
- 3) Develop, communicate, and implement performance expectations and appropriate accountability processes for outreach ministry lay leaders to accomplish missional goals.

**E Financial Management**

- 1) Provide input and assist with the creation of operating and capital budgets which are fully integrated with the church's mission, vision, and strategies.
- 2) In the spirit of stewardship, manage labor and spending within approved budgeted parameters and monitor spending at least monthly.
- 3) Understand and operate within church policies and processes regarding all financial transactions of the church.

**F Other**

- 1) Convey MCC's Christian message and carry out its mission by exemplifying and promoting biblical values and fostering life-giving relationships with congregants, visitors, vendors, and other staff, while serving in this ministry role. Such actions include offering prayer, encouragement and comfort in both personal and work relationships, leading others toward Christian maturity and as applicable faithfully teaching the Word of God.
- 2) Give full commitment in word and deed to support the faith tenants and cultural expectations of MCC.
- 3) Value and develop strong/positive relationships via teams comprised of church staff, ministry partners, families, and lay leadership.
- 4) Foster high levels of cooperation and effectively work in a team environment with quality relationships and respect of each member's giftedness and unique abilities.
- 5) Proactively grow and develop leadership gifts through training opportunities.
- 6) Ability to work with a teachable heart, good attitude, and unified spirit.
- 7) Other duties as assigned.

***Performance Expectations:***

- A** Ensure that every worship service and event at MCC is vibrant, distraction-free, and technically well supported.
- B** Initiate successful communication with pastors, directors, and ministry leaders to help facilitate A/V/L needs.

- C Ensure that all production technologies campus-wide are at or approaching industry standards and well maintained.
- D Enhance, expand, and maximize the efficiency of the video aspect of the ministry.

***Qualifications:***

**A Knowledge and Experience**

- 1) Knowledge of audio mixing, monitor mixing and audio recording (knowledge of digital consoles is required and Waves Plugins is a plus).
- 2) Knowledge of lighting production. (Knowing Vista is a plus)
- 3) Knowledge of video switching with PTZ cameras & Black Magic video hub (IMAG)
- 4) Knowledge of Adobe Premier Pro or Final Cut Pro.
- 5) Knowledge of ProPresenter 7 and Planning Center Online.
- 6) Associate degree in Audio/Visual Production or closely related field strongly recommended, however a bachelor's degree is preferred.
- 7) Broad hands-on experience with technology in modern worship production environment with 3-5 years' experience highly desired.
- 8) Mature Christian faith with a heart to serve others.

**B Skills**

- 1) Must have the ability to have natural, yet direct conversations with team members – be direct with both encouragement and corrective suggestions.
- 2) Physical ability to stand, walk, sit, reach with hands and arms, stoop, kneel, crouch, crawl, and lift and/or move up to 30 pounds.
- 3) Ability to learn and become proficient in new technology /strong computer skills
- 4) Must possess organizational, multi-tasking, and project management skills.
- 5) Able to meet deadlines and time sensitive requests.
- 6) Able to maintain a positive outlook and spirit of teamwork even amid time sensitive projects or high stress situations.
- 7) Flexible in an environment that is subject to spur of the moment changes
- 8) Available to work evenings and every Sunday as needed to meet ministry goals.

**C Spiritual Gifts**

- 1) Leadership
- 2) Service

***Reports to:*** Worship Arts Pastor