

Montgomery Community Church Position Description

Title: Worship Arts Production Coordinator

Classification: Part-Time, Non-Exempt, Up to 24 hrs/wk

Benefits: As indicated in the Employee Handbook

Purpose: The primary purpose of this position is to assist in the Worship Arts Tech Area, with lights, slides, and video set up duties to support the Worship Arts Technical Director.

Responsibilities:

- 1) Assist in Sunday service production, including creation of ProPresenter slides, lighting, stage setup, and camera/AV support.
- 2) Prepare and maintain sermon slides, announcement graphics, and special videos.
- 3) Capture, edit, and distribute weekly worship review videos.
- 4) Maintain signal flow to overflow rooms and provide support for volunteers in the video booth.
- 5) Run production and provide technical support for smaller events as needed.
- 6) Assist with troubleshooting and maintenance of production equipment.
- 7) Perform other related duties as assigned.

Spiritual Expectations:

- 1) Maintain a growing relationship with Jesus Christ and consistent devotional life.
- 2) Be or become an active member of Montgomery Community Church.
- 3) Demonstrate Christ-like character, humility, teamwork, and servant leadership.
- 4) Support and live out MCC's vision, mission, values, and biblical foundations.
- 5) Build positive relationships with staff, volunteers, and ministry partners.
- 6) Remain teachable and committed to personal and spiritual growth.

Performance Expectations:

- 1) Communicate clearly, accurately, and in a timely manner.
- 2) Regularly align priorities and deliverables with supervisor.

Qualifications:

- 1) Technical proficiency with ProPresenter, lighting systems (Vistapro and Grand MA), video editing, and production equipment.
- 2) Strong organizational and communication skills; ability to manage multiple tasks under deadlines.
- 3) Prior experience in church production or technical arts preferred.
- 4) Flexible schedule, including availability on Sundays, evenings, and for events.
- 5) A heart for ministry and commitment to serving the church's vision.

Reports to: Worship Arts Pastor