



JOB DESCRIPTION: Production Coordinator

SUMMARY: The Production Coordinator will support the CDBC Production Department in the technical, textual, audio, and visual media and production of corporate worship services, ministry meetings, and special events of Coram Deo Bible Church.

REPORTS TO: Media & Operations Pastor **STATUS:** Exempt/FT **SUPERVISORY ROLE:** No

QUALIFICATIONS: This person must be spiritually mature, humble, trustworthy, able to follow, and willing to lead. This individual must have an understanding of worship production and be functional in technical systems, and possess video production skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work with ministry leaders to produce and edit a wide range of videos for church services, announcements, special events, and website usage
- Assist with motion and still graphics creation for a wide range of ministry needs and events.
- Oversee all social media for CDBC main channels.
- Oversee the production for the Wednesday Student Ministry meetings, including recruiting, training, and scheduling in conjunction with the part-time production staff.
- Collaborate in the creative process for worship services and special events.
- Assist with weekend and event production set-up and tear down, as needed.
- Assist with lighting programming for weekend services and special events.
- Run sound, graphics, video, and lights for weekend services, ministry events, and all-church special events, as needed.
- Assist with the installation, maintenance, and repair of production audio, visual, and lighting equipment of CDBC ministries.

IN GENERAL: This person will do what is necessary to assist the Senior Pastor and the Media & Operations Pastor in fulfilling the mission and initiatives of Coram Deo Bible Church.

This job description was updated in December 2025 and is subject to review and revision, as needed. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.