

Job Description

Production Volunteer & Event Coordinator

Reports to: Production Department Manager
FLSA status: Salaried (Exempt)
Hours per week: 40+ hours, Full-time
Campus: Melbourne

This position supports various CCM Production ministries.

Job Requirements:

- Culture – This is a critical component. As an employee, we expect you to conduct yourself in a manner that reinforces the core values and mission of Calvary Chapel
- Recruit and coordinate volunteer teams for all areas of the Production Ministry
- Develop strong relationships with volunteers and bridge communication gaps to maintain healthy team spirit (*As iron sharpens iron, so one person sharpens another. Proverbs 27:17*)
- Develop ideas to engage with volunteers and efficiently gather feedback
- Maintain, investigate and clear copyright for videos, music and any outside resources used at CCM (*So let's not get tired of doing what is good. At just the right time we will reap a harvest of blessing if we don't give up. Galatians 6:9*)
- Schedule Production Teams for Melbourne, Viera and Sebastian campuses for Video, Lighting, and CG and Kids Tech Team and Field Teams
- Manage SharePoint and Ministry Platform for Production Teams
- Coordinate support for special services and events based on needs
- Maintain Digital Signage (Preshow)
- Meet with potential volunteers, set up training and follow through until team placement (*...equip his people for works of service, so that the body of Christ may be built up Ephesians 4:12*)
- Manage all team schedules and ensure coverage in all venues (*...serve one another humbly in love. Galatians 5:13*)
- Assist with various details of assigned projects, events, team meetings
- Build Sermons for services and events in ProPresenter
- May require minimal travel to campuses

Skills:

- Strong communication skills required. Able to maintain composure and professionalism while interacting with a variety of circumstances and personality types (*Make every effort to keep the unity of the Spirit through the bond of peace. Ephesians 4:3*)
- Able to adapt to frequent changes and produce high quality work under pressure (*May the favor of the Lord our God rest on us; establish the work of our hands for us. Psalm 90:17*)
- Know and effectively use PCO, SharePoint and Ministry Platform for scheduling all Production Teams
- Know and effectively use Microsoft Office Suite: Word, Excel, PowerPoint, Outlook email and distribution lists

Other Qualifications:

- Calvary Chapel must be your home church and consider Pastor Mark your senior pastor
- Demonstrate a personal relationship with Jesus through spiritual and moral integrity (*If you declare with your mouth, "Jesus is Lord," and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you profess your faith and are saved. Romans 10:9-10*)
- Fruit of the Spirit is consistently displayed in your life (*But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law. Galatians 5:22-23*)

- Be a reflection of God’s love to colleagues and visitors (*A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another. John 13:34-35*)
- Mature, ongoing relationship with Christ and regularly attend church service (*Let us not giving up meeting together, as some are in the habit of doing, but encouraging one another—and all the more as you see the Day approaching. Hebrews 10:25*)
- Servant-heart and optimistic attitude (*Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves... Philippians 2:3*)
- A dependable team player who understands unity and works well with people (*Make every effort to keep the unity of the Spirit through the bond of peace. Ephesians 4:3*)
- Ability to set boundaries to limit non-work-related communication
- Ability to stay within the parameters of the job description when on the clock
- Ability to maintain confidentiality of information (*Those who guard their mouths and their tongues keep themselves from calamity. Proverbs 21:23*)
- Flexibility and ability to work with volunteers and people on staff (*And God is able to make all grace abound to you, so that having all sufficiency in all things at all times, you may abound in every good work. 2 Corinthians 9:8*)
- Organized, ongoing learner
- Self-starting – can work with little supervision or direction (*We are sure that we have a clear conscience and desire to live honorably in every way. Hebrews 13:18*)
- Results-oriented, intelligent, well-rounded, adaptable to frequent changes and able to produce high quality work under pressure
- Ability to see a production project through from conception to completion
- Creative, conceptual thinker, able to see ideas through to completion in a rapidly changing environment
- Manage time and schedules well, consistently meeting deadlines. Capable of handling several tasks at once (*So let’s not get tired of doing what is good. At just the right time we will reap a harvest of blessing if we don’t give up. Galatians 6:9*)
- Maintain a flexible spirit in order to change task quickly at the director’s discretion (*Have confidence in your leaders and submit to their authority, because they keep watch over you as those who must give an account. Hebrews 13:17*)
- Able to work creatively with provided resources
- Function as a productive part of the church staff and attend meetings as required

Mission Statement

WIN a person to Jesus Christ - New converts bring excitement and infuse freshness into a body. He said to them, "Go into all the world and preach the good news to all creation." Mark 16:15

DISCIPLE a person in Jesus Christ - Equipping believers gets them grounded in the Word. During this disciplining process, the person is being conformed to be like Jesus Christ. God has left all believers here on earth so that the Holy Spirit might indwell and empower them:

- To think like Jesus thought.....Mind of Christ
- To minister like Jesus did.....Works or Ministry of Christ
- To be like Jesus.....Character of Christ

“Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you.” Matthew 28:19-20

SEND a person for Jesus Christ - The world is in darkness and surviving without hope. Christians have been called to go and bring light and hope to these hurting people. We must have the compassion of Jesus.

“But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem and in all Judea and Samaria, and to the ends of the earth.” Acts 1:8

Core Commitments

If you have made a decision to follow Christ, then the 5 C's are your roadmap to an exciting walk with God! They are the key elements we find in Scripture that helped the disciples turn their world upside down! And for that reason, they're the heart and soul of who we are at CCM.

COMMIT

Be a growing follower of Christ. A committed Christ follower no longer leads his life; he chooses to follow God in full obedience to Him.

CELEBRATE

Live the fulfilling lifestyle. Here at CCM we celebrate our new life in Christ 24/7! He knows us by name, He forgives all our sins, He directs our steps, He gives us the power and desire to live for Him.

CONNECT

To others in personal vibrant relationships.

COMMUNICATE

Share the good news to everyone everywhere. Jesus said, "Go into all the world and preach the good news to all creation."

CONTRIBUTE

Your time, passion, talents and possessions. God's work on earth is accomplished by Christ followers who give what they have to bless others.