



Job Description for the Media/Tech Leader
Faith Reformed Church, Traverse City, Michigan
October 2018

OVERVIEW

We're looking for a **highly knowledgeable audio technician** with strong skills (or a quick study) with:

- audio (we use a digital Yamaha M-7 board)
- lighting
- camera/projector/switcher
- recording (live feed to lobby during service; recorded feed gets posted on website weekly)
- computer (we use Pro Presenter)
- scheduling & tech script input (we use Planning Center Online)

The Media/Tech Leader will oversee all media & technology elements for our mid-week rehearsal & Sunday worship service, maintain the equipment on our campus, teach/guide & shepherd our tech volunteers. This is a part-time position (about 15-20 hours/wk) that reports to the Director of Worship.

You are:

- HUMBLE:
 - Godly individual with a heart for worshipping Him & serving His people (no ego)
 - Understand both your strengths and limitations—able to clearly communicate those
 - Team player
 - Loving shepherd to the tech team— responsible for caring for the souls of those who serve on the tech team & encourage them in their walk with Jesus
- HUNGRY:
 - Willing to do research & go the extra mile when you don't know the answers
 - Look for ways to improve the way we do things
 - Not willing to settle for mediocre but pursue excellence
- SMART:
 - Organized, reliable, & confident
 - Communicate clearly & work well with others
 - Teachable spirit
 - Anticipate needs of the team (i.e. arrive early to preset gear before musicians arrive)
 - Set & achieve realistic goals/expectations

To apply, please send resume, 2 to 3 references, and audio or video sample (if you have one) of your work or you in action to stephaniew@frctc.org. Sample could be of a recent church service you oversaw.

SCOPE OF RESPONSIBILITY

The Media/Tech Leader (MTL) at Faith Reformed Church (FRC) is a part-time position. The Media/Tech Leader is an integral and valuable member of the FRC ministry team. The MTL will have experience, training and gifting requisite to the satisfactory performance of the duties described.

THE TEAM WIN:

When all who attend worship services can recognize the presence of the Holy Spirit in the service, feel the presence of God in their daily lives, and are inviting others to come to FRC as a place to get to know Christ.

PERSONAL RESPONSIBILITY: The MTL shall maintain and deepen his/her relationships with:

1. God – bring honor and glory to the Father, abide in Christ as Lord and Savior and demonstrate fruits of the Holy Spirit.
2. Spouse and/or Children – cherish, encourage, love, nurture and serve his/her spouse and children.
3. Staff and Congregation of FRC – love and respect his/her brothers and sisters in Christ.
4. Serve as a shepherd of the Tech Team volunteers and assist FRC attendants in finding meaningful worship of God.

JOB RESPONSIBILITIES:

- A.** For accountability and evaluation, the MTL will work under the supervision of and report to the Director of Worship (DOW)
- B.** Schedule, recruit, inspire, lead, develop and care for the volunteers serving in the Media Technology ministry. (Volunteer positions currently include: Audio, Camera, Lighting, Projection Switcher, Video Recording).
- C.** Attend all regular Rehearsals and Worship Services to oversee and help run all audio, visual and multi-media equipment. Attend Tuesday morning staff meetings.
- D.** Maintain all multi-media and sound equipment.
- E.** Implement strategic policies for inventory, care and maintenance of equipment. Maintain an up-to-date inventory of all church-owned audio equipment.
- F.** Perform weekly maintenance checks on all audio gear. This includes testing cables, batteries, mics and making sure all components work properly.
- G.** Keep duplication room stocked with blank media for recording and batteries for wireless equipment. This includes all remote controls.
- H.** Proactively fix or replace damaged audio equipment. When needed, arrange for a qualified company to fix damaged equipment such as a mixer or monitor (per Associate Pastor's approval).
- I.** Recognize the extent of the sound ministry; having all TV's and sound ready in outer lobby area.
- J.** Hold regular training meetings for all volunteers (TBD with DOW).
- K.** Have all equipment set 15-30 minutes before rehearsals (music slides and videos etc).
- L.** Understand that it's your job to oversee the Media Ministry. This means helping with training, learning, and leading. You have been tasked with a flock of volunteers, ministering to them so they can joyfully serve.

OTHER DUTIES:

- A. Administrative tasks within your team (i.e., schedule volunteers, regular phone/email communication with your volunteer team & fellow staff members, staff meetings).
- B. Create/maintain CG (character generation) for Sunday services, making sure lyrics/videos/visuals are tested & ready prior to service times.
- C. Oversee and assist in worship services as needed.
- D. Be available to consult with staff and other teams (such as youth) who may need input on how best to execute their own media needs.

FUTURE NEEDS:

- As the tech needs at FRC change or grow in the future, we'll work together to adjust or grow the job and its expectations as time and budget allow.
- This document outlines the principal responsibilities, duties, and supervisory information for the position of MTL. It does not, nor is it intended to; list every task that the MTL may be required to regularly or periodically perform. Church leadership reserves the right to supersede this job description with written or verbal modifications, which from time-to-time may be necessary to accommodate changing workloads. As a member of the FRC ministry team the MTL will work in accordance with the policies, practices, and procedures as specified in the Faith Reformed Church Employee Handbook.
- To ensure that FRC fulfills her mission, "To know Christ and make Him known", the primary responsibility of the MTL will be to work with the Director of Worship and all Media/Tech Volunteers to ensure that the media/tech aspects of Sunday Worship Services and other events requiring advanced media are smooth and operate effectively.