

Roscoe UMC Job Posting

Job Title: Worship Audio/Video Technician

Date Revised: 4th June 2026

Reports To: Senior Pastor **Job Level:** Exempt

Salary Range: TBD \$xx,000.00 - \$xx,000.00

This position is approximately 10 hours per week (25% Full Time Equivalent)

Hybrid Roll - Weekly hours and onsite presence may flex based on events and church calendar.

Career Path: This is the end of the career path for this position.

Summary

Supports the mission of Roscoe United Methodist Church by creating audio and video (A/V) presentations to be used during worship services. Worship at RUMC is a pathway to inspire, uplift and connect people to the Living God. Prior to overseeing the A/V portion of the service this person will need to communicate, both verbally and in writing, with the Senior Pastor and Church Administrator to highlight critical information that is shared with the congregation.

Responsibilities

General

- Coordinate presentations utilized during weekly/holiday Church services with pertinent information and announcements.
- Available for occasional special non-Sunday services (e.g. Christmas Eve, Good Friday, or memorials).
- Arrive 30 minutes prior to the 8:30 AM service to preview final presentation with Senior Pastor
- Coordinate with A/V Volunteers for rehearsals and performances with the Church Calendar.
- Attend weekly RUMC Staff meeting, when available
- Troubleshoot and correct A/V challenges to minimize service distraction and support service execution either in person or via phone support.
- Meet with Senior Pastor or musicians to determine proper A/V levels to meet ministry needs.

Oversight

- **Volunteer Team:** Recruit, train, and empower a team of adult volunteers to serve as mentors

Development

- Attend online or inperson training courses suggested by Senior Pastor or SPRC.
- All training will be paid time, but may require additional labor hours outside of standard work week.

Contacts

- Senior Pastor, administrative staff and SPRC

Required Skills, Experience, and Abilities

General Skills

- Strong verbal and written communication skills
- Problem solving skills
- Time Management skills
- General proficiency with MS Office products and the internet
- Ability to work with RUMC Staff

Knowledge and Experience

- MS Office, specifically MS Powerpoint
- Working knowledge and expertise in A/V systems and equipment (is a plus.)

Physical Abilities

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The amount of on-the-job time spent on various physical activities is shown in the table below:

	Never	Rarely	Occasionally	Frequently
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle, or feel				X
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
Taste or smell		X		

Lifting requirements are shown in the table below:

	Never	Rarely	Occasionally	Frequently
UP to 10 pounds			X	
UP to 25 pounds			X	
Up to 50 pounds		X		
UD to 100 pounds	X			
More than 100 pounds	X			

Vision requirements are shown below:

	No special vision requirements
X	Close vision (vision at 20 inches or less)
X	Distance vision (clear vision at 20 feet or more)