



7 King Street West, Stoney Creek, Ontario L8G 1G7  
Phone: 905.664.6043 • Web: [www.cheynechurch.com](http://www.cheynechurch.com)  
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# **Cheyne Presbyterian Church**

## **Job Description: Cheyne Church Digital Media Coordinator**

### **Position Overview**

The Cheyne Church Digital Media Coordinator is responsible for leading and coordinating all aspects of Cheyne Presbyterian Church's digital, printed, streaming, and media ministry. This role combines technical production, online communication, and creative media responsibilities to enhance both in-person worship and online outreach. This position supports weekend services, mid week programs and ministry events by preparing content, posting updates, scheduling and editing media, and tracking engagement. The coordinator collects needed input from ministry leaders and converts that information into effective, high quality digital communication that reaches the right audience at the right time. The goal of this role is to keep the church's digital presence current, engaging, consistent, and missional—helping people stay informed, feel connected, and take next steps in their faith. Requirements of this position is to be available on-site during Sunday morning services.

### **Primary Duties and Responsibilities**

#### **1. Worship Service Preparation & Production**

- Lead and oversee the technical and streaming production for both Traditional and Contemporary Services.
- Assemble and coordinate all elements of the weekly Traditional Service for recording and broadcast.
- Prepare Outline for weekly Proclaim slides, review and manage the slides to ensure correct slides (song lyrics with correct CCLI numbers, sermon notes, scripture) have been input for all services; making the announcement slides and inputting them for the services
- Have a basic understanding of the operation of the soundboard, lighting board, cameras, and streaming systems
- Prepare and send edited Traditional or Family Service to Cable 14.
- Support ongoing improvement of the church's streaming technology and production processes.
- Serve as the Production Team Lead, coordinating production volunteers for weekly services and special events.
- Ensure a supportive, encouraging, and team-oriented production environment.

#### **2. Digital Communication & Online Ministry**

- Maintain and regularly update Cheyne's website, Facebook, Instagram, and YouTube channels with current and engaging content.
- Ensure consistent visual identity across all media platforms (branding, logos, and formatting).
- Develop and distribute weekly church-wide communications, using Planning Centre, including



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email newsletters

- Supports organizing events and registrations with Planning Centre, as needed.
- Create and maintain online content that fosters spiritual engagement and connection, especially among children, youth, and families.
- Use tools such as MOVAVI, Canva, or equivalent for video editing and design work.
- Open to learn different programs as needed as the software may change over time
- Design simple graphics, slides, Reels or short promos as needed

### 3. Promotional Media

- Prepare digital signage, lobby screens, and pre-service loops
- Collaborate with pastors, ministry teams and board of managers to promote church programs, events, and outreach initiatives.
- Produces printed promotional material as posters, handouts, flyers, invite cards to support events and ministry communications
- Capture and edit photos/videos of services, mid-week programs and events to create content for church services, social media, and promotional purposes.

### 4. Data, Analysis & Support

- Track and analyze website and social media engagement to improve outreach effectiveness.
- Provide monthly or quarterly reports on digital ministry reach and engagement.

## Qualifications

- Demonstrated belief in and adherence to the Apostolic Christian Faith.
- Willingness to affirm and follow Cheyne Presbyterian Church's Commitment of Faith, including Statement of Faith, Commitment to Following Christ, Cheyne's Covenant of Community, Covenant of Care, and Leading with Care policies.
- Proficiency in Church Planning Centre Program, Proclaim Presentation Software, Microsoft Office, Google Workspace, Streaming and recording platforms, and MailChimp.
- Have experience with photography/video/content creator capability to create professional promotions, reels, advertisements, etc.
- Strong organizational, communication, and proofreading skills.
- Dependable, proactive, flexible, and team-oriented with sound judgment.
- Excellent people skills and ability to collaborate with staff and volunteers.
- Ability to learn new computer programs quickly and competently.
- Experience with video editing and graphic design preferred.
- Experience in church ministry or similar faith-based media environment is an asset.

## Job Details

- **Hours of Work:** 10 Hours per week
- **Wage:** \$20.00 per hour
- **Reports to:** Senior Pastor and the Elders' Session through the Worship Ministry Team Leader



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- **Leads:** Production Team (volunteer tech support staff)
- **Position Type:** One-year contract (renewable); part-time as determined by the church
- **Work Environment:**
  - Be present on Sunday mornings
  - Normal office and church environment. Working in both Church office and at home as required
  - Requires use of computers, audiovisual, and sound equipment. A computer is available in the office for use, a personal computer to work from home is allowed
  - Light to moderate physical activity (lifting, setup of AV gear, etc.) may be required.
  - Work hours include Sundays, occasional evenings, and special events.

## Note

Job descriptions are subject to change and updating as required to reflect the evolving needs of Cheyne Presbyterian Church and the responsibilities of this position.

### References:

- Please provide references from former supervisors or leadership from your current church.

**Apply by Email:** [office@cheynechurch.com](mailto:office@cheynechurch.com)

**Application Deadline:** Friday December 12, 2025