

New Community Bible Fellowship Ministry Description

Ministry Title: Lead Audio/Video Technician

Reports to: Executive Director of Programming, Communications & Events

Prepared By: Nicole Hargrove | FLSA Status: Ministry Associate, Exempt

Hours per Week: 40 hrs/week | Date Prepared:

Ministry Function:

The Lead Audio/Video Technician is responsible for balancing/mixing the sound during services and events using digital or analog audio equipment. The Lead Audio/Video Technician will also be responsible for setting up audio, video, recording, lighting, and mixing board equipment for special events or additional productions.

Audio and Video Technician expectations:

1. Participation in Sunday Services (9am, 11am) and Elevate Friday services (1st and 3rd Fridays at 7pm), Soundchecks, Rehearsals, and Special Services that require the assistance of a Technician.
2. Research Technology and upgrades to keep A/V up to date.
3. Setup/Install all necessary equipment as needed for service/events, in a timely manner.
4. Participation in sound checks for all assigned services and events.
Arrival should be a minimum of 15 minutes prior to sound check for any assigned service or event. (ex. Sound Check for Sunday Services begins promptly at 8am; arrival time is 7:45am)
5. Developing, implementing and installing Stage Decor for programs and events.
6. Train Production volunteers
7. Participation in weekly meetings. (i.e. Programming and Production)
8. Maintenance of equipment and designated areas. (i.e. Production closets, sound booth, production room.) Notify supervisor regarding damaged or faulty equipment.
9. Create and Maintain Inventory of all Production equipment.
10. Remain at all assigned services and/or events from Load In-Load Out.
11. Actively recruit new volunteers for the Production team.
12. Participate in weekly Bible Study.

Skills, Knowledge and Abilities:

1. Must have a servant attitude
2. Professional and mature interpersonal skills.
3. Must be a team player, promoting unity for the overall direction of the team and the ministry.
4. Timeliness is a very important value at New Community. Must meet requests for information or action in a timely, tactful, and courteous manner.
5. Ability to be adaptable in an environment that is subject to many spur of the moment changes.
6. Initiative, perseverance, follow-through and “whatever it takes” attitudes are very important.
7. Must have a strong commitment to handling conflict according to the precepts of Scripture.
8. Effective communication is a very important value at New Community. Must provide clear, regular and thorough communications to all co-workers.
9. Must exhibit personal discretion concerning information shared in the normal flow of church interactions, whether leaders, staff or members.
10. Must be able to maintain a high level of confidentiality. Breach of confidentiality (whether personal or company related) is grounds for immediate dismissal.
11. As with all assignments at New Community, the Lead Audio/Video Technician serves in the best interest of New Community Bible Fellowship. Must have an open and understanding spirit if the Senior Pastor or Eldership determines a need for change or reassignment.

Qualifications:

1. Must be a member (or open to becoming a member) at New Community Bible Fellowship.
2. High level of competence and proficiency in sound engineering.
3. Must exhibit a strong commitment to personal spiritual growth
4. Fully embraces the vision, mission and values of New Community Bible Fellowship.
5. Must be willing and available to spend time in Bible Study with NCBF
6. Must be willing and available to spend time in staff training at NCBF

7. Must exhibit a continuous effort to develop and improve musicianship and knowledge.

11. Must possess effective team building and team development skills

12. Must be striving to live a life exemplary of a mature Christian

Compensation and Time Requirements:

This is a Ministry Associate position: a full time position with salary. The set compensation for the Lead Audio/Video Technician is based on 40 hours per week (see schedule below). This position is eligible for vacation, sick leave, insurance coverage or other benefits. **[HR to list additional benefits for this position.]** As with all staff positions at New Community Bible Fellowship, Ministry Associate positions are subject to increases upon favorable annual reviews.

Schedule:

Sunday. 7:30 am – 1:30pm (6)

Tuesday. 9:00am - 9:00pm (12)

Wednesday. 9:00am - 7:00pm (10)

Thursday. 9:00am – 9:00 pm (12)

Friday. as needed

Elevate Nights. (1st & 3rd Fridays) 4:00pm - 10:30pm (6.5)

This schedule does not include Praise & Prayer Service and other Special Ministry events that the Ministry Associate is required to attend. As a Ministry Associate, there will be certain times throughout the year where more work time will be required in preparation for ministry events and presentations. In the event of required meetings or special ministry related activities, the Ministry Associate's work schedule will be modified accordingly.

Review Process:

An annual performance review will be conducted each year in July. As needed, throughout the year, informal evaluations, assessments and coaching may be conducted.

Ministry Agreement:

"I have read and received a copy of my ministry description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to fulfill my ministry as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor."

Name: _____ Date: _____
(Ministry Associate)

Name: _____ Date: _____
(Director/ Supervisor)