

THE VINEYARD CHURCH JOB DESCRIPTION

TITLE: Director of Weekend Celebrations (Jackson Road Campus)

FLSA: Exempt

SUMMARY

The Director of Weekend Celebrations is a full-time salaried position responsible for directing the Audio, Visual and Lighting (AVL) teams of The Vineyard Church. This position is also responsible for ensuring that the AVL systems will uphold a standard of excellence in operation during weekend celebrations, classes and events held at the church.

ESSENTIAL FUNCTIONS

- 1. Maintain a Vital Relationship with Jesus Christ**
- 2. Work closely with the Weekend Teams to create an excellent experience during each celebration service by:**
 - Participating in the service planning process
 - Taking responsibility to edit and create message illustration videos
 - Planning special services such as the following, Good Friday, Mother's & Father's Day, Christmas Eve, Chasing God, Etc...
- 3. Develop multiple teams of people that offer their technical skills and spiritual gifts. This will be accomplished by:**
 - Directing the Celebration Media Team, Live Video Team & Sound Team.
 - Overseeing and developing volunteers on the Live Video Production Team and Sound Team
 - Critically assessing each Weekend Celebration and communicate feedback to team members
 - Create an environment where volunteers can succeed and grow
 - Shepherding and caring for team members
- 4. Responsible for filling the role of a Booth Producer. This will be accomplished by:**
 - Understanding inner workings all facets of sound, visual/video and lighting systems
 - Performing necessary programming and/or setup of equipment (booth and stage) for Weekend Celebrations, classes and special events
 - Overseeing operation of AVL systems in a live setting
 - Acting as authority of booth operations and regularly communicating and Identifying any changes or cues to techs in a timely manner
 - Communicating with other Producers regarding timing and necessary adjustments of AVL
 - Receiving and filtering feedback and information from Leaders, Pastors and other Weekend Celebration staff regarding AVL operation
- 5. Serve as the "Champion for Weekend Celebrations" for all locations of The Vineyard Church by:**
 - Taking responsibility for the successful creation and delivery of the message video to each Campus or Venue

6. Financial responsibility for management of the Weekend Celebrations budget. This will be accomplished by:

- Managing and caring for all AVL equipment and supplies
- Purchasing and installing all AVL equipment and systems
- Reviewing financial reports monthly and explaining any discrepancies to budget
- Participating in budget planning for each Fiscal Year's budget process
- Ordering necessary supplies

OTHER FUNCTIONS

- Participate in staff related office functions by attending staff meetings and establishing and communicating regular office hours
- Keep abreast of, and maintains knowledge of, church service and worship ministry related issues and concerns by participating in continuing education and other related educational programs.
- Reasonable availability for ministry related emergencies.

KNOWLEDGE, SKILLS AND ABILITIES

- The character of a deacon as outlined in I Timothy 3:8-12.
- Team Vineyard membership is required (membership includes regular attendance at weekend celebrations, a financial commitment to The Vineyard, and an observable alignment with The Vineyard Church's statement of faith, vision and values.)
- If married, spouse's enthusiastic participation in the call.
- Tithe to The Vineyard Church.
- Affirmation of calling from the senior pastor and responsible overseer.

WORKING CONDITIONS

- Responsible to function under the supervision of the Executive Pastor
- Regular attendance to all weekend celebrations is expected.

Effective Date: 6-26-2019

_____	Lead Pastor	6/26/2019
Lead Pastor Approval	Title	Date
_____	Executive Pastor	6/26/2019
Human Resources Approval	Title	Date

The above statements are intended to describe the essential job functions and level of work performed by individuals assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by the personnel occupying this position.