

THE VINEYARD CHURCH JOB DESCRIPTION

TITLE: Director of Weekend Celebrations

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, teachers, worship teams and others to create an excellent experience during each Celebration service by:**
 - Establishing and executing a solid service planning process.
 - Providing a consistent and robust technical AVL platform for services and events.
 - Planning special services such as the following: Good Friday, Mother's & Father's Day, Christmas Eve, Chasing God, etc. This includes design, flow and special elements that create an experience that invites individuals to a relationship with Jesus.
 - Work through the established service review process and lead continuous improvement programs to celebrate what is going well and improve things that could be better.
- 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 Production 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.
 - Creating 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 and 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 Pastors and other Weekend Celebration staff regarding AVL operation.

5. 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.
- Observable alignment with The Vineyard Church statement of faith, vision, values and practices (as stated in Team Vineyard.)
- One year of participation in Team Vineyard.
- 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 Lead Pastor
- Regular attendance to all weekend celebrations is expected.

_____ Lead Pastor Approval	_____ Lead Pastor Title	_____ 3/24/2022 Date
_____ Human Resources Approval	_____ Executive Pastor Title	_____ 3/24/2022 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.