Job Description

Worship Media Coordinator

Reports to:	Contemporary Music Director	Effective: 7/18/2019
Directly Supervises:	A/V volunteers	
Status:	Part Time (6 hours/week)	
FLSA:	Non-Exempt	

Job Summary

The Worship Media Coordinator will resource all worship services with people, equipment, processes and other audio/visual items needed to make a successful service, and is the primary connection between the Worship Media Ministry and the Pastors.

Essential Functions:

- Maintain commitment to high quality technical support of all worship service components, understanding that AV is integral to the overall worship experience.
- Coordinate weekly slides for worship services, including use of and conversion of needed video clips, insure streaming of Sunday morning services, currently via Facebook.

Other Responsibilities:

- Assist with worship media budget management.
- Assist with website maintenance including uploading of weekly sermons, video, etc.
- Assist in the production and coordination of video clips for promotion and outreach of the church including videos for website.

Minimum Qualifications:

- Education/Certification**:** High school graduate. Associate or Bachelor's degree preferred, particularly in a related field.
- Experience: Preferred 3 to 5 years in-field audio, video, lighting and multimedia experience of an intermediate to advanced level. Specifically with: multichannel digital mixers, set-up and troubleshooting of microphones & band instrumentation, sound pickups, cabling, theatrical lighting control.

- Graphic arts and technical writing skills are helpful but not required.

Physical Requirements: Able to lift 50 pounds. Visual and audio ability suitable for monitoring AV output.

Core Competencies:

- **Mission Ownership**: Demonstrates understanding and full support of the mission, vision, values, and beliefs of St. Paul's UMC. Can teach those values to others. Leads his/her leadership team to identify unique mission and vision, which is in line with the mission and vision of St. Paul's UMC.

- **Interpersonal Skills**: Demonstrates the ability to lead others. Demonstrates the skills of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict. Holds others accountable in a spirit of love. Engages people positively, with a demeanor of optimism and abundance. Readily translates and teaches skills to others.

- **Management Skills**: Demonstrates commitment and flexibility in scheduling regular coaching session with those in his/her span of care. Understands his/her leadership style and temperament type and adapts leadership behaviors to meet the needs of the situation. Delegates, empowers and holds leaders accountable. Marshals resources (people, funding, material, support) to get things done.