**Mission Statement**

To be the primary leader in facilitating and developing creative and technical aspects of worship while contributing towards the vision of passionate worship.

**Basic Requirements and Expectations**

* Pass a background check administered through the church office
* Work well with the Pastor, Worship Director, and congregation
* Regular attender of Hope Ridge United Methodist Church
* Lead and connect to the congregation
* Teachable and open to constructive criticism
* Participate in the worship planning process
* Lead in the Media Booth and continue to develop volunteers to serve alongside you
* Maintain professional conduct as well as appropriate personal practices and boundaries as found in the employee handbook

**Physical Requirements**

* Must be able to sit or stand for long periods of time
* Must have the ability to be mobile
* Must ascend/descend stairs
* Must be able to hear appropriate volume, blending, and balance of musicians

**Responsibilities**

* Recruit, coordinate, train, and develop volunteers to manage technical needs as necessary
* Facilitate the weekly production of the creative and technical aspects of the worship service
  + Create and edit videos, which includes researching and cataloging stock video
  + Meet with Worship Leadership to discuss service and Media Team requirements to support strong service presentation
  + Create and edit ProPresenter and VMix materials to support service
* Assist in the planning and executing of special services: Ash Wednesday, Maundy Thursday, Good Friday, Easter Sunday, Advent, and Christmas Eve
* Work with appropriate committees and leaders to carry out the ministry of the church
* Effectively handle conflicts
* Ensure all correspondence is addressed in a timely fashion
* Coordinate schedule of the weekly Media Team volunteers
* Oversee, in coordination with the Board of Trustees, Finance Committee, and other staff:
  + The maintenance of the sound and video equipment in the Media Booth
  + The repair, upgrading, or replacement of equipment, as needed
  + Budgetary needs
* Cover occasional extra events or coordinate volunteers, as needed
* Perform other related duties as negotiated to meet the ongoing needs of the church

**Qualifications**

* Technical learning aptitude – the ability to actively seek out new technologies, learn them quickly, teach them to others, and troubleshoot technical issues
* Proficiency with computers, current presentation software (ProPresenter), live-streaming software (VMix), other media equipment, and related operating systems (Windows OS)
* Excellent interpersonal skills, both in technical and non-technical environments
* Good administrative skills with strong detail orientation
* Working knowledge of stage set-up, lighting, microphone placement, and microphone and sound equipment
* Ability to observe, identify, and recognize audio and visual indications coming from stage to react appropriately

**Work Schedule**

* Attend weekly order of worship and production meetings
* Attend and participate in Thursday night run-through rehearsals with all materials and slides prepared for the upcoming Sunday (approximately 5:30-8:30pm)
* Schedule and attend rehearsals with musicians as needed
* Attend Sunday morning rehearsals and worship (approximately 8:00am-12:00pm)
* Provide for a trained substitute when not able to be present
* Be present for major holy days: Ash Wednesday, Maundy Thursday, Good Friday, Easter Sunday, and Christmas Eve
* Be completely prepared 30 minutes prior to the scheduled start of the service on Sunday mornings
* Attend monthly worship planning meetings

**Time Commitment**

* This is a part-time salary position

**Accountable To**

* Worship Director