



JOB DESCRIPTION

Position: **Production Coordinator**
Reports to: **Pastoral Elder**
Position Status: **Non- Exempt Part-Time
(up to 20 hrs/week)**

Department: **Worship Arts Department**
Effective: **July, 2021**
Supervisor Approval: **Jamin Goggin**
Human Resources Approval: **Marjie Richardson**

This job description does not create an employment contract, implied or otherwise, other than an at-will employment relationship.

PURPOSE:

The purpose of this position is to assist the Board of Elders and the Pastoral Elders in fulfilling the calling of Mission Hills Church, and in forming a church family committed to prayerfulness, wisdom, reconciliation and compassion. The further purpose of this position is to assist the Worship Arts Department in providing technical components necessary for excellent quality audio, visual, and theatrical lighting for church events, Weekend Services or other ministry events.

JOB RESPONSIBILITIES AND DUTIES:

- A. Will be responsible for and oversee all technical needs and support required for all weekend services.
- B. Provide sound and visual components for weekend services, ministry events, memorials or weddings, which includes: building visual flow in Media Shout and/or PowerPoint, lighting, setting up staging, operating, and tearing down media equipment.
- C. Assists with any audio/visual/media support for other ministry departments, as requested and needed, for their weekend programs and classes.
- D. Responsible for video related projects and/or productions for the church including operating video equipment and/or software for worship services and other church related functions.
- E. Responsible for the creation of all visual presentations, whether in PowerPoint or Media Shout for all Sunday services, including the providing of visual presentations to specific worship teams and having them prepared for Ministry Partners to operate during services.
- F. Responsible for set up of necessary staging for all Sunday services including stage set up and removal when not needed for a specific service/rehearsal.
- G. Responsible for the creating and printing of the worship folder in the absence of the Director of Personnel.
- H. Assists with purchase and installation of new equipment, as requested.
- I. Responsible to recruit and train ministry partners.
- J. Responsible for recording, editing and uploading all worship service to Mission Hills Church online platforms.
- K. Responsible for knowledge and adherence to licensing requirements.

- L. Completes other job-related responsibilities, as required and agreed upon.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Pastoral Elder or Director of Personnel.

ORGANIZATIONAL RELATIONSHIPS:

- A. This position reports to Pastoral Elder.
- B. Has a positive working relationship with all staff and ministry partners.
- C. Interacts with people from many areas of the ministry including pastors, other employees, ministry partners, lay leaders and the congregation.

TRAINING AND DEVELOPMENT:

Is willing to develop professionally as well as personally and spiritually through personal biblical study, attending seminars or classes that might continue to equip and grow personal/ministry giftings.

QUALIFICATIONS:

- A. Christ-centered behavior, i.e., treating people with dignity, respect, compassion and integrity at all times.
- B. Regularly attends the worship services at MHC.
- C. Endorses without reservation the Church's Statement of Faith, Constitution, Calling, Commitments and Core Practices.
- D. Possesses a High School diploma;
- E. Has a basic knowledge of Media Shout, PowerPoint and Adobe Creative Suite.
- F. Is flexible, can handle interruptions and has an attitude of helpfulness. Also, is self-motivated and can work with minimum supervision.
- G. Can be at work on time, whether during the week or as requested for evening and weekend ministry events requiring media assistance.
- H. Has availability for weekend and evening work.

PHYSICAL REQUIREMENTS:

Is physically capable of doing the work. Job requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing for sustained periods, walking, pushing, pulling, lifting up to 75 pounds, grasping, repetitive motions, and twisting, and no fear of heights.