

# **NEW BEGINNINGS UNITED METHODIST CHURCH**

## **Job Description: Media Services Coordinator**

### **Principle Focus**

The Media Services Coordinator will work cooperatively with the Pastor, Director of Music Ministries, Communications Lead, and others involved in planning and leading worship. The Media Services Coordinator will support the mission and objectives of the church to grow a community of believers in Christ, in service to the world and will be under the immediate supervision of the Director of Music Ministries.

The Media Services Coordinator is a member of the ministries support staff and is selected by the Staff Parish Relations Committee (SPRC) for an unspecified period of service. The Media Services Coordinator will exude passion for enhancing the worship experience of the congregation, both in person and online, and in a way that also fosters a spiritually uplifting worship experience, drawing the congregation into the presence of God.

This is a part-time, hourly position with approximately 15-20 hours per week with some flexibility.

### **Duties and Responsibilities**

- The primary responsibility of the Media Services Coordinator is to provide technical expertise and team leadership for the church's sound, media, and video streaming.
- The Media Services Coordinator is also responsible for audio/video technical and creative development, production, and training related to live and post-production media needs for Sunday morning worship services and occasional special events.
- Communicate clearly with staff each week for in-house presentation support and announcements.
- Create PowerPoint slides or media for use in a live program, slides for hymn lyrics to display for outgoing stream; create and plan slides for outgoing stream for various parts of the service (i.e. – Children's Moment, Communion, and other sensitive portions of the service)
- Understand and facilitate equipment setup and configurations such as microphones, speakers, video screening, projectors, audio/video monitors, recording equipment, soundboard, mixing board, wires, cables, etc.
- Manage and execute live audio, recorded audio, web audio, video recording, and live stream of video production for the church facility.
- Effectively troubleshoot and resolve any A/V related issues during services.
- Attend practice sessions, worship services, and special events that require the use of A/V equipment.
- Attendance at scheduled meetings as requested.
- Responsible as team leader and coach for A/V ministry volunteer team members.
- Coordinate, schedule, and train A/V support volunteers for designated worship services and functions.

### **Accountability**

- Must be a team player by working in concert with ALL ministry staff and leaders of the church.
- Will be supervised in day-to-day operations by the Director of Music Ministries.
- Will be accountable to the SPRC and shall receive evaluations (including salary recommendation) by this body.

### **Employment Policies**

- Will be subject to criminal background checks as required by the church's Safe Sanctuary policy.