

Holy Cross Lutheran Church
Church Audio Visual Technician

Revised: September, 2019

MINISTRY CLASS: Ministry Support

REPORTS TO: Lead Pastor

FLSA STATUS: Non-Exempt

WORK HOURS: 12-15 hrs/wk

SALARY: \$15.00 /hr

SCHEDULE: Sundays: 7:30a – 11:45a (worship)

Tuesdays: 6:00p – 7:30p (band rehearsal)

Wednesdays: 5:30p – 7:15p (worship)

Other hours as required

Goal

The Audio Visual Technician is responsible for having day-to-day oversight of the audio visual and technical equipment at Holy Cross. He/she will ensure that services and events across all ministries can use technology effectively and strategically to enhance the experience of those attending. The Audio Visual Technician will work closely with the pastor(s) and the entire worship team to provide Audio/Video training and resources to other ministries.

The Technical Ministry Coordinator shall develop a collaborative and supportive relationship with the members, pastor(s), music teams, staff, and friends of Holy Cross Lutheran Church. Respect, trust, open communication, confidentiality, and professionalism are essential in meeting this objective.

Objectives

Oversee the technical needs for all worship services and events at Holy Cross.

Duties & Responsibilities

Provide audio and visual expertise at worship services by running the sound board and camera/projection systems. Provide sound checks prior to functions for which the Audio Visual Technician is requested. Facilitate the usage of video or other multi-media within a worship service (when requested or possible.) Provide AV service for funerals when requested by the officiating pastor. Provide AV service for special worship services and events when requested.

Specific Responsibilities

- Attend weekly practice with the praise band and oversee the operation of A/V for all worship services.
- Recruit, train, and schedule church volunteers in various roles of worship audio and video production.
- Work with other church staff to plan, organize, and effectively execute audio and visual requirements for live events of the church, and their recording and distribution through various media outlets.
- Develop a stable hardware/software platform for the live web-streaming of worship services and other events.
- Always seek ways to creatively present Biblical themes and ideas utilizing worship technologies.

- Build presentations for weekly worship services using a presentation platform that will improve the worship and tech volunteer experience.
- Always strive to raise the bar in the quality of video, audio, graphic, and image projection to help enhance the different worship experiences offered at Holy Cross.
- Attend worship team meetings.
- Oversee the setup and functional tests of audio and visual systems prior to each worship service or event.
- Oversee the ongoing maintenance of all A/V equipment, including scheduling the repair and or replacement of faulty equipment as needed.
- Research and remain current on technical products available, and keep the ministry as up-to-date as allowed by the technical ministry budget.

Education/Experience

1 year Audio Visual Experience (preferred)

Experience in using Pro Presenter, Garage Band, Microsoft Office and Power Point desired. If experience with these programs is lacking, a willingness to learn the software is a must.

Accountability

- The Technical Ministry Coordinator is accountable to the congregation through the Church Council and will work under the supervision of the Lead Pastor.
- The Technical Ministry Coordinator will work with the pastor(s) and staff of Holy Cross in mutually supportive relationships.
- Prior to employment, this person shall meet with the Lead Pastor to ensure he/she understands the policies and procedures as written in the Holy Cross Lutheran Church Policies and Procedures Handbook.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

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Employee Signature:_____

Date:_____

Supervisor Signature:_____

Date:_____