

Salem Church

WORSHIP TECHNOLOGY LEAD JOB DESCRIPTION



SALEM VISION FRAME

Values: Biblical Truth, Extravagant Love, Selfless Service, Intentional Community, Future Generations

Mission: Living lives of love **with God, in community** and **on mission**.

Marks of a Disciple: Gospel Believer, Focused Follower, Peace Maker, Humble Guide

Strategy: Cave•Table•Road | Gather•Connect•Invest

PURPOSE

The purpose of Worship Technology Lead is to help cultivate a relational disciple-making culture around Salem's mission and vision by coaching and equipping a team to execute a meaningful Sunday Worship Service.

TIME, REPORTING, COMPENSATION

The Worship Technology Lead will be a part-time, 10 hours a week, position. Compensation will be determined by the Board of Elders. Reporting will be determined by the Senior Pastor.

POSITION OPPORTUNITY | DESCRIPTION

Salem Church provides a God honoring Sunday experience where the congregation is engaged in worship. The opportunity exists for a Worship Technology Lead to recruit, equip, and support a team to put together a meaningful Sunday experience both in person and online. There is a strong desire for the next candidate to bring a relational, personal approach to the church, families, and the local community in worship in supporting the Worship Director. Our desire is for Salem to be a place of worship anticipation each Sunday.

The Worship Technology Lead serves the Salem community, volunteers, and staff by utilizing worship technology, collaborating with members and staff to achieve Salem's Mission. The Worship Technology Lead recruits, trains, equips, schedules and disciples the sound, multimedia, and video volunteers along with the Worship Technology Support. This role will have input and influence in determining the type and quality of our production.

REQUIREMENTS

- A born-again Christian.
- Integrity to uphold the values of the EFCA in agreement with the EFCA doctrinal statement along with the integrity of efficient utilization of the worship technology systems at Salem.
- Knowledgeable in production equipment for sound, multimedia, video, lights, and livestream. The current [2024] systems used include Planning Center, Live Stream, Pro Presenter, Sound Boards, and Microsoft 365.

COMPETENCIES

- Organizational skills.
- Team building
- Decision-making skills both individually and collaborating with staff.
- Learning agility in technology and program usage for efficient work completion.
- Problem-solving

- Communication skills for effective communication both written and verbal.
- Interpersonal Communication to collaborate with Staff, Congregation, and outside vendors.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Champion a meaningful Sunday worship experience along with the Worship Director
 - Participate or coach others to participate in planning meetings for Sunday programming and plan worship services.
 - Act as a producer or arrange for team members to act as a producer for Sunday services.
 - Recruit, equip, coach, train, and schedule Worship staff and volunteers.
 - Delegate responsibilities by identifying, recruiting, equipping, and empowering volunteer leaders who schedule, train, and lead other volunteers.
 - Works with sound, multimedia, and video leaders to facilitate repairs or replacement.
 - Ensure Sunday morning services are live-streamed and recorded, including editing, and uploading to the website.
 - Provide coverage of Worship rehearsals [currently Thursday evenings] and Sunday Worship [currently two morning services]
 - Collaborate with Staff on worship experience technology needs within their ministry in using effective, current technology, including training on new worship technology products.
 - Provide audio-visual and tech support for Salem's unique events including weddings, funerals, and adult ministry needs.
 - Support the production of videos for Sunday mornings.
 - Collaborate on aspects of stage design that include technology like lighting design.
- Participate in any required meetings where the position has proper input.

WORK ENVIRONMENT & REQUIREMENTS

- Environment includes working inside a temperature-controlled building.
- Environment outdoors during periodic church events - rare
- Equipment requirements: Computer and general office equipment
- Essential functions include sitting, standing, walking, climbing both up and down stairways, and general lifting to aid in placing resources. The facility has a wide layout requiring movement to and from offices and general gathering places while on the property.
- Work requirements are on-site hours for days/hours to accommodate staff.

Additional Notes

If experience warrants, this position could be a backup for leading Sunday Worship.
 Software used as of 2024: Planning Center, Live Stream, Pro Presenter, Sound Boards, Microsoft 365.

REVIEWED BY: Seth Dunham, Sr Pastor **DATE:** 02/20/2024

Approved by: Seth Dunham, Sr Pastor **Date:** 02/20/2024

Last updated by: Business Operations Interim **Date/Time:** 02/25/2024