

The First Presbyterian Church of Waunakee
POSITION DESCRIPTION

Our Mission: We exist as a congregation to know Jesus Christ and to make Him known: to proclaim the good news of Jesus Christ so all may come to know and love Him; to nurture His people in joyful faith, fellowship, and commitment; and to demonstrate His way of love in service to the world.

Job Title: Worship Production Coordinator (WPS)

Job Status: Ongoing as needed to prepare for and to ensure technical support at Sunday services, weddings, funerals and other special Services as needed and requested. Requires personal attendance at services or, if necessary, delegation of duties to competent volunteers and training of those church volunteers.

Purpose: Produce the best possible atmosphere for worship through sound reinforcement and visual aids. To provide technical assistance to applicable staff and volunteers in order to ensure that all technical aspects of worship services are of a consistent professional quality. Ultimately, glorify God through providing excellent audio /visual services.

Qualifications and/or Gifts Required:

1. A Christian with biblical knowledge, a belief in dedicated discipleship, and love of Jesus Christ as Savior and Lord, whose life is an active demonstration of the Christian gospel in the church and in the world.
2. Technical background and knowledge with sound, sound board, AV equipment, music and lighting.
3. Ability to work both independently and cooperatively.
4. Ability and willingness to recruit and train volunteers to assist the WPS with the sound and AV equipment.
5. Ability and willingness to work with staff and the congregation to produce inspiring media.
6. Working knowledge of MS Office PowerPoint.
7. Working knowledge of Media Shout.
8. Be able to appreciate and mix a wide variety of Live musical styles, musicians, and musical input i.e. choir, praise band, solo vocalists, quartets, small orchestra and CD/DVD background.

Responsibilities:

1. Consultation with Pastors and others to coordinate resources and all technical support needed for worship services i.e.; order of service, bulletin, PowerPoint, and song lyrics.
2. Provide/coordinate/oversee all aspects of the Sanctuary Sound Desk, including training, maintenance and operation.
3. Provide/coordinate/oversee set-up and assist with all technical aspects of the worship services including audio, lighting, Power Point presentations, Media Shout, and other support as needed.
4. WPS shall reach out to those providing information to insure timely delivery and correct technical formats.
5. WPS shall coordinate coverage of all services held in the sanctuary, including weddings, funerals and other special services.
6. Able to work 46 Sundays per year as well as Christmas Eve, and other special Christian services, i.e. ecumenical Thanksgiving service and Good Friday as requested from Pastor in charge of staff.
7. Ensure a professional technical quality for services, DVD recordings and internet copies for broadcast.
8. Coordinate delivery of different media for our outreach broadcasts.
9. Recruit and train volunteers to run or assist with the sound desk at Sunday and special services.
10. Assist staff with minor additional technical needs, such as video conferences, as able within allotted time.

Accountability: This position is accountable to the Senior Pastor as Head of Staff and Session through the Personnel Elder. Accepts assignments and direction from preaching Pastor and others involved in planning and producing services.

Evaluation: Reviewed annually by the Pastor as head of staff. Also meets annually with a member of the Personnel Ministry Team who acts as a sounding board and who can help address any employee concerns. Reviewer will evaluate and help to set goals annually. The Session Personnel Ministry Team will annually review the adequacy of compensation and make recommendations to the Session.

Time required: Most work weeks will be between 12 and 15 hours per week; 5 hours on Sunday, a 1 hour meeting with Pastors, 6 – 8 hours for preparation, setup, rehearsals and training. WPS would also attend evening monthly Worship and Music meetings, and on occasion may be asked to attend musical groups' rehearsals for technical assistance and training. Additional time for weddings and funerals would be paid from per service charges.

Terms: Payment shall be hourly. Additional income can come from special services, weddings, funerals and other events requiring technical support (weddings currently pay \$75.00 per service and require rehearsal and actual service time). The WPS shall be responsible for all activities whether or not directly performing the above tasks (i.e. – WPS responsible when trained volunteers physically work the Sound Desk). Hourly rate will be established by the Senior Pastor as Head of Staff in consultation with Elders for Personnel and Worship and Music, and recommended to the Session for approval.