# Friendship Christian Reformed Church

# Job Description

For the position of

# WORSHIP MINISTRIES TECHNICAL DIRECTOR

**Reports To:** This position reports to Worship Coordinators.

**Hours:**

* Hourly position, currently budgeted at 10-12 hours per week.
* Hours worked in a flexible manner to fulfill the activities and needs of the ministry.

**Classification:**

* Non-Exempt

**Duties and Responsibilities:**

1. Coordinate and schedule all volunteers for the following roles for all worship services:
   1. Sound
   2. Video
   3. Projection
   4. Lighting
2. Responsible for morning and evening services, operating systems as needed and scheduling volunteers.
3. Run the sound system at all mid-week rehearsals for praise teams and choir.
4. Coordinate and schedule volunteers to cover other technical needs (video, projection, lighting) as needed for mid-week activities.
5. Set up for other sound and projection needs as necessary in sanctuary and other locations in church.
6. Coordinate and schedule coverage for all technical needs (sound, video, projection, lighting) for all special functions, i.e. weddings, funerals, etc.

**Other:**

1. Attend all monthly staff meetings as requested.
2. Meet or communicate regularly with Worship Coordinators to ensure anticipated technical needs can be met.

**Qualifications/Required Skills:**

1. Above all, professes Jesus Christ as Lord and Savior.
2. Affirms the doctrine stated in the core creeds of the church – Apostle’s Creed, Nicene Creed and Athanasian Creed.
3. Gives evidence of a deep love for Christ and His people.
4. Possesses excellent relational skills for working with fellow staff members.
5. Possess leadership and training experience or aptitude.
6. Be organized.
7. Be self-directed.
8. Have excellent communication skills – written and oral.
9. Be able to develop positive relationships of trust and respect with members of the church.
10. Proficient with all aspects of sound, video, projection and lighting equipment and computer programs and software that support these systems.