

Worship Production and Technical Director **(Clark's Position)**

As an employee of Cowee Baptist Church, every effort must be made to carry out your job in a Christ-like manner. Job performance will be evaluated on the following criteria:

- Competency in job related requirements
- Confidentiality in all matters
- Unquestionable conduct in carrying out said job

Failure to achieve any or all of these stated criteria may lead to termination. Being a representative of Cowee Baptist Church, all employees should reflect God's love to everyone with whom they work and associate.

Job Classification:

Salaried, full-time (40 hours per week)

Principle Function:

Coordinate and ensure media and production excellence in all worship services. The Worship Production and Technical Director leads this team in house, also producing content for digital engagement to be distributed to the Cowee online community. The Worship Production and Technical Director manages the church website, the Cowee Church APP, and works with the multiple Cowee campus technologies to provide the needs of staff and congregants.

Responsibilities:

- Provide technical support for worship services and events.
- Manage and keep updated the Cowee Website, App, and digital signage using these platforms to tell the story of Cowee, serving both the congregation and guests considering visiting the church.
- Maintain a reliable system for providing technical support for all worship services and events. This includes (but is not limited to):
 - Audio mixing, monitor mixing, and audio recording
 - Lighting production
 - Switching with multiple cameras (IMAG)
 - Video recording, and live streaming production including hosts to interact with online guests
 - ProPresenter/PowerPoint presentation
- Plan, schedule, and lead the Crossover Worship Team. The Worship Production and Technical Director is responsible for coordinating and leading Crossover

team rehearsals, developing and serving the team, and for timely and effective communication among the team.

- Prepare stage for rehearsals, worship services, and events.
- Initiate successful communication with pastors, ministry leaders, and event coordinators in order to help facilitate audio visual needs.
- Recruit, train, equip, schedule, and lead a/v volunteers
- Update and maintain production technologies:
 - Ensure that campus technologies are in working order.
 - Advise on future purchases.
 - Oversee any technical installation.
 - Keep reliable records for purchases and licensing.
- Oversee video production for worship services, including: capturing, live streaming, editing, uploading to website and podcast.
- Produce and distribute DVD's for homebound members of the congregation.
- Actively enlist, equip, train, and encourage a team of production volunteers.
- Develop proactive solutions to engage volunteers and potential staff to manage/execute all tasks necessary with limited resources.
- Provide support, resources, and work with the student ministry to facilitate Wednesday Student Worship.
- Assist with all printing production required of the church in coordination with the Communications Director.
- Assist with covering the front desk in times the Care Pastor is away.

The pastor directly supervises the Worship Production and Technical Director.