

Worship Technology Coordinator
Community United Methodist Church
1470 W. Hanley Ave - Coeur d'Alene, ID 83815
www.cdaumc.org 208.765.8800

Community United Methodist Church's Purpose Statement:

As Jesus' disciples, our purpose is to love and serve our community and worship through ministries that transform lives, build stronger individuals and healthy families.

The primary responsibilities of the part-time Worship Technology Coordinator will be to serve as the coordinator and facilitator of all worship AV requirements associated with the worship ministry at Community UMC.

Qualifications:

1. Faith:

- A solid personal relationship with and a mature commitment to Jesus Christ.

2. Skills:

- Ability to lead band and congregation during Worship.
- Excellent communication skills—verbal and written.
- Ability to meet deadlines and manage several assignments concurrently.
- A self-motivated leader, capable of casting and imparting vision for ministry, possessing relational skills with staff, volunteers and congregation.

3. Personal:

- Energetic, pro-active, goal-oriented, patient, kind, encouraging and positive.
- Exercises good judgment, discretion, sensitivity and confidentiality.
- Highly organized, confident and self-directed. Open to change. Tolerates ambiguity.
- Ability to prioritize and problem-solve in a wide variety of situations.
- Demonstrates history of using principles in Matthew 18 to deal with conflict.
- Teachable, an effective listener and able to take constructive criticism well.

4. Interpersonal:

- Demonstrated high emotional intelligence. Strong interpersonal relationship skills.
- Demonstrated ability to create and sustain a participative and collaborative team-oriented culture.
- Strong interpersonal skills and experience working with people of all ages in a team setting.
- Displays a willingness to be a member of the staff team, connecting with and supporting one another in ways that fulfill our purpose as a church and its staff.

5. Experience/Accomplishments:

- 1 – 3 years' experience in managing volunteer teams, preferred,
- 1 – 3 years' experience in audio, media, lighting and video, preferred.

6. Education:

- While a degree is preferred (BA or AA), a high school diploma or equivalent is required.

7. Requirements

- Must submit to and pass a background check

Duties and Responsibilities:

The Worship Tech. Coordinator is expected to work on a “results based-outcome” in performing the following responsibilities:

1. Oversees all technical aspects (sound, lighting and video presentation) of worship services and the occasional special service.
2. Works closely with Lead Pastor and Worship Planning to create better more meaningful worship.
3. Recruits, trains, leads, schedules, and manages worship tech volunteers. Builds a community of tech volunteers by incorporating healthy aspects of small group life and leadership development.
4. Serves as “House Manager” of the worship technology within our facility which includes, but not limited to regular maintenance, setup/ teardown, documentation and knowledge of systems.
5. Provides existing team with audio/ visual technology support for other programs and events. This support includes but not limited to arranging volunteer assistance or training other ministry leaders.
6. Works with worship team leaders as needed to maintain continuity and communication between the two departments.
7. Works In cooperation with the Worship Planning Team to provide recommendations for the Worship Planning Budget.
8. Communicates with Lead Pastor and Worship Planning Team to ensure that the look and sound of worship services are delivered in a manner that is consistent with the church’s vision for worship.
9. Attends monthly Worship Team Planning Meetings
10. Performs other duties as assigned by the Lead Pastor and Worship Planning
11. **Part-time:** 10 hrs. per week. This position may require evening and/or weekend work.

Accountability: Reports to the Lead Pastor and is also accountable to the Staff Parish Relations Committee.

Salary based on experience.