



## Position: Technical Coordinator

### General Overview

The Technical Coordinator will be responsible for leading ministry teams involved in production for Sunday services and events (internal and external) as well as investing into the spiritual lives of those serving in these ministries. The Technical Coordinator participates in planning, set-up, operation, and use of tech equipment for Sunday Services, Wednesday rehearsals, ministry activities, and special events\*. (\*Special events “outside of normal business hours” i.e. conferences, weddings, funerals, etc. give opportunity for Technical Coordinator to earn “event pay”.)

This position will assist Worship Pastor and Creative Arts Communications Director in oversight and weekly execution of all production elements (Audio, Video, Lighting and Media) for worship experiences, and all ministries at CFBC to engage people into life impacting worship conducted with the highest standard of excellence.

The Technical Coordinator also assists the Worship Pastor and Creative Arts Communications Director in helping to create and/or manage content and assists with media and communication strategies as directed.

**Ministry Purpose:** Consistent with Romans 12:9-15 and Ephesians 4:11-12

### Spiritual Responsibilities

- Seek to be a role model in attitude, speech, and actions in a consistent daily walk with Jesus Christ.
- Show by example the importance of Scripture memorization, Bible study, prayer, witnessing, and Christian fellowship.
- Be prepared to explain the church’s doctrinal beliefs and practices to visitors and callers.
- Be always ready to pray with those who contact the church in need.
- Be prepared to provide Biblical/Ministry resources and assistance to those who inquire.

### Essential Functions

#### Ministry Team Lead

- Lead all ministry teams that fall under the production umbrella with a growing faith, integrity, a servant's heart, spiritual devotion, and healthy relationships.
- Be actively involved in the leadership, vision strategy, and direction of CFBC and its mission.

- Work with the Senior Pastor, Worship Pastor, and Creative Arts Communications Director on how best to complement and enhance the desired outcomes of our worship experiences.

### **Production**

- Schedule all media/production volunteers and technicians to their needed roles to execute CFBC services, other productions, and outside events.
- Maintain and assist Worship Pastor and Creative Arts Communications Director in purchasing & installation of technical related equipment (i.e., audio, video, lighting, and multimedia equipment) in all equipped worship venues, control rooms, and rehearsal spaces.
- Be responsible for coordinating the presentation, flow, and production of all aspects of the worship service such as music production, set design, lighting, cutting edge-media, video, etc.
- Oversee equipment setup/teardown/operation in conjunction with volunteer and staff teams
- General AVL systems setup, operation, troubleshooting and maintenance across all venues/ministries on the CFBC campus and special events
- Lead volunteer teams that serve in production ministry positions for worship services, rehearsals, and other CFBC events when needed
- Assist Audio & Video mixing, recording & editing if called upon
- Assist in programming and installing/adjusting theatrical lighting
- Other duties as assigned within the CFBC and Worship Ministries

### **Qualifications:**

- Minimum of 1-year experience in live events production (church experience preferred)
- A technically minded and gifted person “Called” to Serve the Church
- Passionate about striving for Excellence in Production
- A strong working knowledge of AVL equipment and processes (specifically pertaining to the house of worship environment)
- An effective troubleshooter who works well under pressure and possess a positive attitude
- Ability to quickly adapt to changing environment
- Ability to adjust to rapid changes in deadlines and priorities
- Ability to balance multiple high priority projects and task
- Strong Time-management skills
- Ability to work independently
- Ability to self-prioritize tasks
- Ability to communicate in a professional manner
- A team player who is always willing to help the CFBC staff and church body
- Flexible, Creative, Innovative, Adaptable thinker

- A strong technical knowledge in production arts
- Excellent initiative with solid interpersonal communication skills
- Strong Attention to Detail
- Have a personal relationship with Jesus Christ
- Faithfully attend and financially support the Church
- Agree to uphold the Church's statement of faith, and be willing to submit to the standards outlined in the Personnel Manual

### **Work Environment**

- Be part of a vibrant, creative, and fast paced production team always pursuing excellence
- Required to work all assigned services, Christmas, and Easter as well specified events outside normal hours
- Be able to lift 50lbs, and stand on your feet for lengths of time

### **Position Expectations**

- Part-Time
- Hours: ~15-20 per week + \*Event pay opportunities for events outside normal business hours
- Reports to Creative Arts Communications Director