



Tech Coordinator

Position Description

Individual:
Accountable to: Worship Pastor

FLSA Classification: Hourly
Supervises: **Contract Video editor, Tech Arts Team**

Work schedule: Flexible 20 hours per week and must be available for ministry work outside of 8:30 a.m. to 5 p.m., Monday through Friday. Needs to be available for services on Sunday mornings and special events.

Fellowship Hi-Crest Mission:

Fellowship Hi-Crest (FHC) exists to walk with others in community through the power of Jesus Christ.

Tech Arts Mission: Providing God's community with environments and experiences that allow them to engage with Jesus Christ through the technical arts and worship gatherings.

The Tech Arts team works to be unseen so that Christ can be seen!

Essential Functions:

Core

- Weekly Services and Productions:
 - Weekly responsibilities:
 - Work autonomously with the Fellowship Hi-Crest team to produce high-quality video with a mix of text, graphics, photos, and music for all ministry areas
 - Manage storage of projects and ensure organization standards and back-ups are properly implemented.
 - Update and streamline video request processes as necessary for efficient ministry work.
 - Collaborate with the Worship Pastor, Social Media Director, and Administrative Assistant on the website and other social media content.
- Leader Training and Recruitment:
 - Work with the Worship Arts Leadership team to recruit technical volunteers.
 - Inspire technical volunteers with creativity and energy.
- Production Equipment:
 - Maintain current sound, lighting, streaming, and video equipment across the FHC campus.
 - Work with Worship Pastor and Tech Arts team lead to order and specify replacement or upgrades to FHC tech equipment, including the Worship Center, Studio 104, classrooms, and the Party Room.
- Program Planning:
 - Offer wisdom and insight on creative elements and trends for worship services.
 - Work with Worship Pastor to run and grow the Generation training program for youth.
 - Provide creative consultation to the FHC staff on video projects.
- Attend FCH staff and leadership team meetings when scheduled.
- Spend time with Hi-Crest residents and FHC attendees.

Administration

- Stay current with production styles, technology, and delivery to produce effective products and experiences that point people to Christ.

- Monitor progress and completion of projects assigned within ministry areas - faithfulness and undistracting excellence is the goal.
- Monitor program budgets. Report excesses and shortages to the supervisor.
- Provide supervisor with timely reports on budgets, projects, missions, and other areas as requested.
- Commit to personal growth.
- Set an example for others to follow. Church leadership must be a role model and consistently walk with the Spirit. This may be expressed by transparency in a personal relationship with Christ, intense prayer life, continual dependence on grace, servant-heart for others, strong teamwork ethic, flexibility, teachability, authentic love for non-believers to know Christ, balanced relational life with family and others, and a balanced financial condition.

Specific Responsibilities

- Record, edit, and distribute video and audio recordings from the Worship Center and Studio 104, including worship services, special events, the South By East Podcast, and promotional materials.
- Manage the FHC video production schedule and provide regular updates to the FHC team.
- Assist the Tech Arts team with completing their Sunday Morning service roles at a high level.
- Ensure that all tech equipment is stored appropriately following services and that equipment is prepared for services before serve teams arrive.

Qualifications, Skills, and Abilities:

- An adequate level of administrative skills using systems to solve problems, frustrations, bottlenecks and limitations in a growing ministry environment.
- Exhibits credibility and influence. Credibility is the ability to deliver desired outcomes. Do you do what you say you will do when you say you will do it? Influence is others' willingness to follow you.
- A commitment to the local church expressed through prior and or current involvement.
- Effective communicator (verbal, written, and body language).
- Ability to prioritize and manage your work to effectively and efficiently accomplish tasks with excellence.
- A minimum of 3-5 years of related practical experience
- Knowledge and experience with digital video workstations such as Adobe Creative Cloud.
- Strong attention to detail and excellent organizational skills.
- Takes initiative to communicate problems and look for solutions.
- A team player – works well with others to reach a common goal.
- Commitment to executing all tasks and assignments at the highest achievable level of excellence.
- Experience in pre-production video design, including shooting and editing.
- Technologically savvy: able to pick up and learn, implement, and train new programs and software quickly.

Physical Demands:

- Communicate effectively with all levels of individuals, varying backgrounds and environments.
- Lift and move items up to 50 pounds,
- Sit or stand for long periods of time.
- Focus intently on creating curriculum, connecting with individuals, and listening well.
- Read documents and work for extended periods of time on the computer.

Work Environment:



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FHC desires to encourage and support staff in an authentic and joyful ministry together. We desire each staff person to be fulfilled and thriving in his or her relationship with God, spouse (if married), and family (if children). FHC is experiencing exponential growth, which means exponential change. We are here to facilitate a ministry with people and resources so each thrives to a cohesive and effective ministry. We provide a salary package that takes the emphasis away from meeting material needs and frees time to serve the Lord, family and others with passion, focus, excellence and creativity. We encourage growth that will challenge, encourage and refresh staff personally, as well as the respective ministries of oversight.

This job description does not state or imply that these are the only activities to be performed by the staff member holding this position. Staff is required to follow other job-related instructions and to perform other job-related responsibilities as requested by their supervisor.

Wages are determined by the scope of the position and the experience of the incumbent. Information on wages and available benefits (such as vacation, paid sick leave, holiday pay, health insurance, etc.) attributed to this position will be discussed separately.

Job descriptions are not intended to and do not create employment contracts. FHC maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Team Member Signature

Date

Team Member Print Name