

Carlisle United Methodist Church Tech Director

The mission of Carlisle UM Church is inviting all to become disciples of Jesus Christ serving Carlisle and beyond. The job of Tech Director is vital to this mission and the ministry of Carlisle UM Church. The Tech Director must maintain a high regard for the church as God's instrument in the world and display appropriate Christian discipleship. The Tech Director is responsible for coordinating all aspects of multimedia, including Audio, Video, Lighting and Streaming. A personal passion for performance technologies is a requirement. Essential to the position is the ability to recruit, lead, and empower others to develop their skills and grow as a thriving ministry team.

Qualifications and Experience:

- Organized, thorough, and great attention to detail.
- Demonstrated working knowledge of performance Audio, Video and Lighting technologies.
- Can work independently with little supervision or direction.
- Ability to recruit, empower, coordinate, and manage a team of volunteers
- Minimum High School degree or GED.

Physical Demands:

- Ability to sit and work on a computer, move sound equipment and video equipment as needed with weight up to 50lbs.

Duties and Responsibilities:

- Weekend Worship Experiences
 - Provide technical support for worship services and events
 - Operate as the Service Production Director (SPD) ensuring all technical elements in the weekend flow are in place and that volunteers are fully engaged and communicated to.
 - Coordinate, produce and manage all online service content.
 - Initiate needed communication with pastors, musicians, and leaders in order to facilitate tech needs.
- Team Development
 - Recruit, train, lead, and coordinate the scheduling of Tech Team volunteers required for the weekly services and special events (e.g. Christmas Eve, Weddings, Funerals, Conferences, etc.). Goal is depth of volunteers in all positions you oversee.
 - Train and supervise the Tech Team volunteers to ensure consistent standards of quality are maintained.
 - Create a positive team atmosphere.
 - Provide spiritual leadership, understand your role in relationship to the churches mission and vision, and provide genuine care for the wellbeing of your team of volunteers.
- Special Events
 - Ensure that all special events have technical support and needed volunteers. This may include communication with outside groups to determine their needs.
- Tech Support for other ministries.
 - Provide basic training to other ministries' volunteers for recurring events (e.g. children's ministry, small group meetings, youth group, etc.)

- Maintain and troubleshoot AVL issues for other ministry areas, and recommend tech solutions for ministry.
- Video Creation
 - Lead the ongoing improvement and innovation of our online worship experience to engage new people and more people.
 - As possible support creation of videos for the church at the request of the pastors and in coordination with the communications director.
- Maintain a positive working relationship with Worship Leader, Pastors and Volunteers.
- Work with the Contemporary Worship Leader to maintain and replace tech equipment.
- Demonstrate a commitment to the mission of Carlisle UM Church.
- Maintain the moral and ethical standards of the Christian faith and the United Methodist Church on the job and outside the workplace as an employee and representative of our church.

This list of responsibilities is not to be considered all-inclusive. Additional responsibilities may be assigned or current responsibilities modified by the Worship Leader in consultation with the Lead Pastor.

The Tech Director shall perform the above responsibilities under the direction and supervision of the Contemporary Worship Leader. Questions or problems related to the job should first be discussed with the Worship Leader and then the Lead Pastor.

The Tech Director shall work in cooperation with all pastor(s), staff, Leadership Council, church members and volunteers.

The Tech Director shall be evaluated annually by the Worship Leader and Lead Pastor.

The Tech Director is a part-time salaried position requiring 15-17 hrs/wk.

Salary/Rate shall be _____ for the year of _____, beginning _____ and ending _____.

Signed by Employee: _____ Date _____

Signed by Lead Pastor: _____ Date _____

Signed by Personnel Liaison
Leadership Council _____ Date _____

**It is important that all matters of church and pastoral concerns be kept in the strictest of confidence. Any breach of confidentiality will be considered cause for immediate termination.*

09-08-2020