

Good News Baptist Church

MINISTRY DESCRIPTION

**Multimedia Coordinator**

**JOB SUMMARY**

**The Multimedia Coordinator (MC)** will assist in the organization and administration of the Sunday morning experience of Good News church with the focus on congregation communication and technology. MC will be responsible for the overall operations of sound, video and media for Sunday morning services for the church. Working closely with the Administrative and Pastoral Staff, the MC will serve and support pastors, elders, ministry leaders and other volunteers as they perform their ministries. The focus areas of responsibility include ensuring the function of the Sunday Morning service technology and media production for each week.

**JOB RELATIONSHIPS**

Reports to…………………………………………………………………………......…Administrative Supervisor.

Works closely also with ………………………………..……………….Pastor and elders)

Direct Charges ………………………………………….………………………………………………………….none.

Other key relationships**……………………………………………….**worship and media teams, ministry teams.

**QUALIFICATIONS**

**Spiritual:** Professes and demonstrates a personal relationship with Jesus Christ and biblical lifestyle. Is in agreement with and subscribes annually to the Good News Statement of Faith, Code of Conduct and Church Covenant. This person will have a heart for the advancement of God’s Kingdom and share a passion for the mission of Good News Church.

**Skills Required:**

* General computer capabilities and proficiency in Word, PowerPoint, Facebook and website software and all presentation software and applications needed for Sunday Morning services to included but not limited to CANVA, Pro-presenter, and Planning Center.
* Initiative to plan work schedule and complete work in an organized manner
* Ability to relate well to people, work with others as a team and take directions.

**Desired skills:**

* Experience with Excel for creating tables and spreadsheets.

**Previous Experience:** Prefer 1-2 years of previous experience in a similar position with good references.

**Education:** High school diploma and preference of at least an associate degree and/or strong giftedness in computer, tech and sound and video production.

**ESSENTIAL JOB FUNCTIONS**

* Enter and format worship service information in present program on the Media PC.
* Support the Sunday Morning experience by preparing Tech and Sound each week for Sunday morning service including microphones, instruments and video.
* Assist the office with posting documents on the social media platforms that are needed for communication and registration for church events.
* Create graphics/slides for church use and display as needed.
* Partner with office staff and pastors to facilitate Sunday morning communications including announcement and order of worship.
* Work with the worship pastor/ team to coordinate the media and sound and live-stream volunteers and set schedules.
* Support Video and Tech needs for the weekly Ladies Bible Study

OTHER JOB FUNCTIONS

* Attend weekly staff meetings as available
* Assist in the recruitment and training of media volunteers
* Investigate technology solutions and alternatives and bring forth recommendations

**RESPONSIBILITIES: On-line and Streaming tech**

* Build weekly YouTube live link for Sunday morning.
* Oversee weekly live stream of the Sunday Service.
* Build services in Church Online.

**Special Notation:**

The preceding statements are intended to describe the general nature and level of work being performed by people in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills.

**STANDARD OF PERFORMANCE**

The Multimedia Coordinator will act as a team member with pastor(s) and elders and other staff in the church office and church ministries. All confidences need to be kept within the confines of the staff and church leadership and shared only when appropriate and necessary. Hospitality will be extended to every person entering the office to create an atmosphere of love, concern, and support. Yearly performance reviews will be performed by this person’s supervisor.

**COMMENTS**

The Multimedia Coordinator will typically work 4-6 hours per week with the majority of time being most Sunday mornings. Compensation and benefits will be offered in agreement with the elders and by written offer and acceptance of the position.

Applicant will pass a background check.

Good News Church affirms that the Bible is the infallible Word of God with supreme authority in matters of faith and conduct and further affirms that a Christian should live for the glory of God.

10/02/23 Approved by Elders