

I. Mission

The mission of Ingomar United Methodist Church (IUMC) is to reach people with the good news of Jesus and together become fully devoted followers of Christ. We believe life is better when Jesus is at the center and that we exist to lead people into growing relationships with Jesus Christ. IUMC's strategy for pursuing this vision is focused on the "Five Practices of Fruitful Congregations": Radical Hospitality, Passionate Worship, Intentional Faith Development, Risk-Taking Mission and Service, and Extravagant Generosity (*Schnase*).

II. Overview

This position includes three major areas of responsibility: a) Oversee the audio/visual needs of worship and other events, including sound, lighting, projection and live stream; b) develop and implement all forms of media required for all worship events at Ingomar United Methodist Church; and c) oversee the recording, editing, and development of video presentations.

III. Reporting Structure

This position reports directly to the Lead Pastor.

IV. Primary Responsibilities

Oversee Audio/Visual Needs

1. Provide for the set-up, maintenance and operation of sound and media systems for all church events, coordinating with other ministry program leaders as needed.
2. Oversee the live streaming of services on Sunday mornings.
3. Develop and oversee a budget for worship technology.
4. Solicit, organize, train and direct a team of technical volunteers to support the audio/visual/lighting needs of worship services and other events
5. Develop training vehicles to guide and instruct technical volunteers
6. Supply sound and media equipment for various groups that request them for use at events at Ingomar Church facilities.

Development and Implementation of Worship Services Media

7. Develop scripts and directions for volunteers to use as they operate sound and video presentation equipment during worship services and events.
8. Setup and test all sound systems for both contemporary and traditional worship services, including mics, speakers, lighting, projection systems, monitors, batteries, patching in instruments, rearranging worship space and otherwise setting up the worship venue to ensure effective and efficient presentation of sound, video, and lighting.

Development of Video Presentations

9. Assist other ministry program leaders by designing and creating media presentations that support the achievement of their ministries.
10. Assist in the design of video presentations for worship services and other events, including announcement videos and sermon bumpers.
11. Record materials and edit in a manner that result in high-quality presentations that meet time parameters.
12. Review, trim and edit videos presented by outside sources to be used in worship or other ministry events, to ensure they meet Ingomar Church standards and expectations.
13. Complete any other duties assigned consistent with the purpose of the position.

V. Church Staff Responsibilities

- Actively participates and collaborates with other staff members to support the activities of the church.
- Embraces and promotes the mission, vision, core values and scope of the ministry of Ingomar United Methodist Church.
- Creates and maintains a culture of encouragement in the workplace.
- Implements the Five Practices of a Fruitful Congregation, as an integral element of all duties performed.
- Creates an atmosphere of hospitality and cooperation.

VI. General Expectations

- This is a full time nonexempt hourly position.
- Sunday morning and some evening hours are required. Work schedule will fluctuate based upon calendar of activities.
- A written review of performance and position expectations will occur at least annually by the Lead Pastor.
- Participation in staff meetings and other IUMC events as directed by the Lead Pastor is required.
- Identification and participation in continuing education is encouraged.
- Maintaining a working knowledge of current and changing sound and media technology is critical.

VII. Qualifications

- Must share and support the vision, mission and values of Ingomar Church.
- Must be compliant with all applicable state and federal clearances.
- Must be able to recruit, schedule, train and direct members of the technology team.
- Must be knowledgeable and proficient in the use of digital sound consoles, including setting up, patching and mixing. Specific knowledge of the Behringer X-32 and Behringer WING systems is preferred.
- Must be knowledgeable and proficient in the use of ProPresenter and Apple computers
- Must be knowledgeable and proficient in the use of Final Cut Pro.
- Must have demonstrated ability in setting up a portable studio including lights, soft boxes, diffusers, backdrops, cameras, tripods, audio recording units and microphones.
- Must have experience in recording high quality video for use in worship.
- A bachelor's degree or other formal training and education in the field of audio/visual technology is preferred.