

# NEW SONG CHURCH

## Technical Director

### *Ministry Description*

#### **GENERAL EXPECTATIONS**

The Technical Director is responsible for the facilitation of sound and media presentations for church services and approved events. In addition to a working knowledge of sound mixing/engineering, Audio/Video equipment, and various software applications (including, but not limited to, Crestron, for instance), the position's desired traits include: leadership, teaching/training, organization, communication, creativity, dependability, and self-motivation. The Technical Director should encourage volunteerism for the audio/video ministries through recruiting, coaching, and spiritual encouragement to those serving in this area. The Technical Director must have a commitment to New Song's mission, vision and core values, and align with the overall beliefs and practices of the United Methodist Church. He/She will also need to understand and work within New Song's leadership structure and system of congregational governance. The ideal candidate will view this employment opportunity as "more than a job" and will seek to become an integral part of New Song.

#### **PRIMARY RESPONSIBILITIES AND EXPECTATIONS**

The Technical Director handles the "nuts and bolts" of each service from the perspective of the "behind the scenes" aspects of worship. With regards to worship, (1) the Technical Director will implement and manage the necessary sound, media, and livestream resources required to carry out the overall direction of the services as set forth by the clergy and Worship Leader. (2) The Technical Director oversees the church's network, as well (currently using Ubiquiti): cameras, wi-fi access, etc. (3) The Technical Director will also serve as a resource for A/V maintenance/upgrades, particularly for our children's, student, and lobby spaces. For #2-#3, when maintenance and/or on-site work is required, the Technical Director will coordinate these repairs with the Worship Leader and have them complete the tasks through approved vendors where needed.

The Technical Director's worship service and event responsibilities include, but are not limited to:

- Oversee the technical aspects and equipment of scheduled worship rehearsals, services, and events.
- Coordinate and provide a minimum of three training opportunities per year and on an as-needed basis for a team of volunteers to operate the technical aspects of New Song's worship ministries: sound, livestream, or other areas.
- Consult with Worship Leader and offer applicable knowledge in equipment purchase decisions.
- Recruit for and train volunteers for all aspects of the Tech Ministry.
- Operate a fully-functioning livestream to be provided for at-home/off-site worship: Facebook, YouTube, church website, etc. (currently using Resi).
- Assist Worship Leader each week with assessing and preparing for the technical needs of scheduled musicians and vocalists for rehearsals and services, necessitating a working knowledge of musical selections and equipment operations.
- Schedule Tech Team volunteers (currently through Planning Center Online) and ensure adequate coverage to meet the needs for all weekly services, rehearsals, and events.
- Work to maintain all technical equipment for worship and livestream services; coordinate any equipment repairs, replacements, purchases, or installations with the Worship Leader in a timely manner.
- Confirm with the Worship Leader each week that all service elements have been imported into the presentation software (currently ProPresenter), including: song lyrics, media elements, sermon slides, videos, images, etc.

- Stay in weekly communication with Worship Leader regarding the overall vision of the service, series, and any additional worship elements.
- Assist and schedule coverage over all technical aspects of regular and special church events, such as (but not limited to): VBS, Nights of Worship, memorial/funeral services, weddings, Youth Sundays, etc. (as requested through the Worship Leader).
- o Work to address training needs from groups who make use of the A/V equipment for occasional events (for example: the Scouts: Pinewood Derby, awards banquets, etc.; Youth: movie nights, services, etc.; Community: presentations, events, etc.; and less frequent needs: drive-in services, movie nights, etc.).
- Documentation: a Procedures Manual will be generated and subsequently updated to cover all pieces of the process for sound, livestream, other technology and equipment, etc.
- Ensure communication is thorough and timely to staff, leaders, and team members.
- Complete other duties as assigned.

### **STAFF RELATIONSHIPS**

The Technical Director will work under the direct supervision of the Worship Leader and is accountable to the Executive Ministry Team (EMT). The Technical Director will be a resource person regarding the church's A/V resources to carry out the vision and mission of the church. In this capacity, the Technical Director will confer with other church leaders and offer the benefits of his/her knowledge and skills. This position is to follow all Human Resource and accounting procedures set by the EMT regarding PTO requests, forms, and budget reporting.

The meeting requests of this position include: staff appreciation gatherings, bi-weekly staff meeting (typically, the Technical Director is not present, but will send a report through the Worship Leader with any urgent updates), and meetings when input may be appropriate from the Technical Director (when reviewing a purchase request at an EMT meeting, for instance).

### **CONTINUING EDUCATION AND SPIRITUAL GROWTH**

All staff members of New Song Church are encouraged to seek job-related continuing education opportunities (seminars, conferences, etc.), as well as spiritual growth opportunities, as is reflected in both the budget and commitment to lifelong learning.

### **PERFORMANCE EVALUATION**

Each staff member will meet annually with the Lead Pastor, Worship Leader, and their Personnel Team advocate for the purpose of assessing ministry performance. Additionally, the position's Ministry Description will be reviewed and any suggestions or changes are encouraged to be discussed at this time. Following the meeting, the Technical Director will be given a written copy of the assessment, and any noteworthy ways to strengthen the employment relationship will be covered. The opportunity for the Technical Director to provide an addendum is always included as part of the annual review.

### **HOURS**

The Technical Director position is a part-time, hourly position (averaging an approximate 15 hours/week).

*Approved: July 2023*