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JOB DESCRIPTION NOTICE

SOUTHMINSTER PRESBYTERIAN CHURCH
12250 SW Denney Rd., Beaverton OR 97008
November 10. 2021

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TITLE: Coordinator of Worship Technology

GENERAL PURPOSE: To support and enhance Southminster's technical capabilities for presenting, streaming, and recording worship and other events.

SPECIFIC PURPOSE: Under direction of the Pastor, Head of Staff, coordinate technology and media needs (audio, visual, computing, and lighting), for worship and educational events.

PROFESSIONALISM: Staff are expected to support Southminster's goals and values; to work both independently and cooperatively with the Southminster team; to respect and support fellow staff and congregation members; to communicate clearly; to take initiative to help resolve problems; to be adaptive to change; to seek self-improvement and embrace one's own responsibilities for excellent job performance.

STATUS: At-Will

CLASSIFICATION: Part Time - NON-Exempt

ACCOUNTABLE: Pastor, Head of Staff. Work objective and performance review to be conducted annually by the Personnel Committee and Head of Staff.

WORK PERIOD: 12 months

Salary Range: $18-20 per hour

EXPECTED TIME COMMITMENT: 20--25 hours per month* About 5 hours per week. Most hours are on Sunday mornings.

*Initially we might need a bit more time until all the equipment is fully installed, documented and people trained, and for the new employee to become familiar with our equipment and procedures.

ESSENTIAL FUNCTIONS:

Subject to review and adjustment in conjunction with the Pastor, Head of Staff and the Technology, Social Media ministry of Session, the following constitute the primary duties:

A. Technology Coordination and Support:

1. Plan, coordinate and facilitate all technology needs for worship services and other events including managing sanctuary Macintosh computer, audio, video and lighting during events and live streaming, recording and uploading content as required.

2. Oversee the acquisition and installation of any new equipment.
3. Customize software/hardware settings and macros to automate tasks and simplify processes and troubleshoot as needed. Use and program Stream Deck and OBS.
4. Maintain the Sanctuary iMac computer including doing backups and installing software and updates as needed.

B. Administrative Support:

1. As requested, survey the technology needs at Southminster, help develop proposals, and research equipment and software solutions and costs.
2. Support Administrative decision making about technology as requested.
3. Be present on most Sunday mornings before and during worship (Approximately 9:00 AM -1PM).

C. Collaboration with Staff and Volunteers

1. Regularly attend staff and Technology/Social media committee meetings on Zoom.
2. Document all operating procedures and train and supervise volunteers to help run technology at worship and other events.

QUALIFICATIONS

1. Working knowledge of Audio-Visual equipment and connections (microphones, sound boards, projectors, cameras, etc.) preferably in an organizational setting (church, school, workplace) for events or classes.
2. Experience with event streaming, recording and uploading software such as OBS, Zoom, PowerPoint, Google Slides, YouTube, and similar.
3. Working knowledge of how to manage and create macros to automate recurrent processes.
4. Experience using a Macintosh computer preferred.
5. Experience working with for and with staff and volunteers and training or educating others.
6. Effective communication skills including written, verbal, and electronic.
7. Employ effective organizational and follow-through skills

JOB LOCATION: Southminster Presbyterian Church, Beaverton OR

ABOUT SOUTHMINSTER: Southminster is a progressive Presbyterian church that is inclusive and welcoming. For more information on the church, visit our website at www.southmin.org