

OLD FORT BAPTIST CHURCH
 10505 Dorchester Rd, Summerville SC, 29485
 843-873-2283 www.oldfortbaptist.org

Job Title: A/V Production Coordinator	Ministry Area: Music/Worship Ministry	Reports To: Music Pastor
Staff Level: Ministry Assistant	Work Status: Part Time (10-12 hrs/week)	FLSA Status: Hourly

I. BASIC PERSONAL RESPONSIBILITIES

- A. Above all, must be a born again Christian desiring to grow closer to Jesus Christ. Through a daily quiet time with the Lord, seek to keep Jesus Christ as the priority of your life, realizing that prayer, Bible study and Christian fellowship are essential to growing in God's will each day.
- B. Keep family in the right position of priorities and see that they come before everything except your personal relationship with the Lord, even before the work of the church.
- C. Support the mission and vision of the church. This will call for flexibility and a spirit of teamwork.
- D. Should have a teachable spirit and willingness to learn more in areas of A/V ministry they are weak in.
- E. Attend all regular worship services and rehearsals that support them and, as directed, special services/rehearsals and/or events related to the ministries of Old Fort.

- II. JOB SUMMARY:** Responsible for coordinating and supporting the media needs of the church specifically for Sunday AM and PM worship services and Wednesday evening rehearsals including sound, video, multi media, and lighting so that Old Fort Baptist Church's ministries that use these may function to their fullest.

III. ESSENTIAL DUTIES AND RESPONSIBILITIES - include the following. Other duties may be assigned as determined by the Music Pastor or designee.

- Oversee the aspects of the Audio/Visual Ministry including Sound, Video, and Lighting presentations on Sunday AM and PM, and Wednesday evenings primarily.
- Develop volunteer teams to accomplish media goals.
- Enlist, equip, encourage, train, and schedule all AV volunteers.
- Troubleshoot any AV problems in the worship center/choir room area of Old Fort Baptist Church.
- Determine equipment for repair or replacement and research for purchases of new equipment.
- Oversee set up and operation of AV for Sunday AM & PM worship services and Wednesday night rehearsals.
- Organize and inventory all Old Fort AV equipment
- Program Pro Presenter presentation software to support all worship and special events including song lyrics, sermon outlines, title slides, pre-service slides, etc.
- Record and upload sermons to the OFBC website
- Prepare an annual report that includes the church budget for distribution in December of each year.
- Any other duties as assigned, specifically special called rehearsals and special services deemed necessary by the music pastor or senior pastor. Salary will be supplemented for extra hours worked.

• CRITICAL SKILLS

- **Core Competencies:**
 - People Focus - Foster relationships with staff and church body; open and approachable in meeting needs.
 - Personal Accountability - Responsive; takes ownership and follows thru on commitments.
 - Teamwork - Conflict management skills which maintain an environment of unity and community in the church body

- Communication - Listen effectively; respond to questions and deliver clear and concise message.
- Planning & Organizing - Structure work activities to maximize efficiency and effectiveness; project planning and management skills; highly organized; flexible.
- Achieve Goals - Take initiative; act with sense of urgency to accomplish priorities.

- **Other Competencies:**
 - Proficient use with Apple (primary) & Microsoft Windows based computing environment.
 - ProPresenter, Planning Center Online, Audacity, Adobe Suite (preferred), Ableton Live (preferred).
 - Strong analytical skills.
 - Ability to maintain confidentiality.

- **Audio/Media/Visual Components Currently Used at Old Fort:**
 - Roland M-300 Audio Mixer
 - Strand Lighting Model: 2-258003-101 Lighting Console
 - JANDS StageCL Lighting Console
 - Apple Platform for IMAG