# Worship/ Media Pastor Position:

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| **Position Title:**  | Media/ Tech |
| **Responsible To:**  | Lead Campus Pastor  |
| **Type of Position:**  | Employee/ Specialist |
| **Status:**  | Full Time |
| **Summary of Position:** This position is the oversight of the Media/ Tech teams across the Bethel Church Broadcast Campus and other campuses of Bethel Church. This role coordinates and oversees the Bethel Media/ Tech team and helps in developing their talents and skills needed to bring excellence to the Sunday worship experience and online/ advertising experience throughout the week. The job involves overseeing and coordinating, planning and delivery of all church services and development, training and identification of new team members, grooming and discipling them into active members of our greater team through encouraging them in all areas of ministry. |
| **Key Result Areas**  | **Description**  |
| 1. **Administration**
 | You will attend weekly staff meetings and other meetings as needed or required.You will be asked to plan and execute a budget for the Media/ Tech Ministry at Bethel Church.You will coordinate with multiple campuses and Media/ Tech personnel and equipment. |
| 1. **Volunteer Recruitment**
 | You will be responsible for recruiting, directing, developing and training all media/ tech volunteers; this includes volunteers that serve at each of our campuses.You will be responsible for scheduling volunteers for services and special events. |
| 1. **Audio. Video, Stage**
 | Direct and manage all technical aspects of worship services and other events.You will be able to film, edit and produce content for website, social media, and other avenues that will effectively promote our church and reach those outside our church.Troubleshoot technology for all ministries in a multi campus setting.Provide direction and guidance for new equipment needs, upgrades, and installation.Work closely with the Worship Pastor to design and install new stage designs on at least a quarterly basis. |
| 1. **Web Presence**
 | Up keep and management of website and social media.Working knowledge of Mac, Pro Presenter, Church Community Builder, and Planning Center is a requirement.Must be able to maintain live streaming of services.Work closely with our Online Campus Pastor to ensure quality of ministry from a technical side. |
| 1. **Graphic Design, Marketing and Advertisement**
 | Has working understanding of Graphic Design.Experience with Adobe products and Photoshop.Ability to produce content for Direct Mailers, Social Media, Stage Design, and overall worship experience from a Media/ Tech stand point. |
| **6. I.T.**  | Has working knowledge of computers, networking, office software and the upkeep and upgrading of such equipment. |

\*Additional tasks and responsibilities may be assigned by your Department Head as required from time to time.

**GENERAL POSITION REQUIREMENTS**

# General Responsibilities

You, the employee must:

### Devote the whole of your time, attention and skill during normal business hours, and at other times as reasonably necessary, to your duties;

### Faithfully and diligently perform the duties and exercise the powers consistent with your position as assigned to you from time to time;

### Use your best endeavors to promote and enhance the interests, welfare, business, growth and reputation of the Church;

### At all times act to a high standard of professional behavior;

### Not act, or be seen to be acting, in conflict with the best interests of the Church;

# Character and Personal Qualifications

Being a staff member of Bethel Church, the following are necessary:

1. Relationship & commitment to Jesus Christ;
2. Total commitment to Bethel Church and its vision;
3. Total commitment and loyalty to the leadership of Bethel Church, and ability to work in a team environment;
4. Spiritual maturity consisting of a pleasant, forgiving, non-judgmental, but assertive manner.
5. Initiative.
6. Confidentiality.
7. Ability to work under pressure and remain calm.
8. Ability to meet deadlines (may involve working outside normal hours).
9. Ability to communicate effectively with all levels of team, members of congregation and general public.

**Mission**

Bethel Church, with its broad vision will continue to grow and expand. Anyone accepting any staff role must understand that “ongoing change” will always be part of this church, and therefore must be flexible, open to challenge & willing to move and grow with that ongoing vision.

\*By signing I certify that I have read the above information and any questions I have about this form have been discussed. My signature also certifies my understanding of and agreement with the above policies for the job I have committed to.

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Employee Signature Date