

AUDIO TECHNICIAN

The audio technician will record messages and special music presented during regular church worship services and occasional special services; keep an organized library of tape recordings; provide duplicate audiocassette tapes for the tape ministry, which provides recordings for people who are unable to attend services or who desire to share messages with others.

Ministry Area/Department	Media
Position	Audio technician
Accountable To	Executive pastor
Ministry Target	Congregation • Community
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving
Talents or Abilities Desired	Training and/or experience in operating sound recording equipment • Good hearing
Best Personality Traits	Dependable • Consistent • Leader-analyst or dependable-analyst
Passion For	Professionally recording messages and music for the glory of God
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two to three hours a week
2. **Participating in meetings/training:** one hour a quarter or as requested

RESPONSIBILITIES/DUTIES

1. Arrive prior to worship services to double-check and set up equipment as needed.
2. Operate sound recording equipment to record messages and special music for the tape ministry.

3. Label each master audiocassette appropriately with content, and date and keep an organized library of masters.
4. Duplicate audiocassettes as needed.
5. Maintain equipment and arrange for repairs as necessary. Report equipment and supply replacement needs or recommendations to the pastor and/or appropriate committee.

LIGHTING TECHNICIAN

The lighting technician will operate and maintain appropriate lighting in the sanctuary/auditorium during worship services and special events.

Ministry Area/Department	Media
Position	Lighting technician
Accountable To	Executive pastor
Ministry Target	Congregation
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving
Talents or Abilities Desired	Knowledge of appropriate lighting techniques and ability to adjust lighting as needed • Able to follow cues • Good eyesight
Best Personality Traits	Dependable • Consistent • Leader-analyst or dependable-analyst
Passion For	Creating moods and atmosphere through lighting that is conducive to the worship experience
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** three to four hours a week (more during special events)
2. **Participating in meetings/training:** one hour a quarter or as requested

RESPONSIBILITIES/DUTIES

1. Arrive prior to worship services to double-check and set lighting as needed.
2. Operate lights/spotlights as needed during worship services and special events.
3. Report equipment repair and supply needs to building and grounds director or appropriate person.

4. Coordinate lighting needs with the worship director or drama director for worship services and special productions.

PHOTOGRAPHER

The photographer will take photographs for church publications and historical archives and of all new members to display on the bulletin board.

Ministry Area/Department	Media
Position	Photographer
Accountable To	Executive pastor
Ministry Target	Church ministries in general
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving • Exhortation
Talents or Abilities Desired	Photography experience • Good eyesight • Detail oriented • Own equipment
Best Personality Traits	Pleasant • Professional • Analyst-leader or leader-expresser
Passion For	Capturing special moments • Creating photo memories
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two hours a month—more during special events
2. **Participating in meetings/training:** minimal, as needed

RESPONSIBILITIES/DUTIES

1. Take snapshots of new members for bulletin board.
2. Take photos for churchwide publications.
3. Take photos at special church events.
4. Provide copies of the photos to the historian.

PUBLIC RELATIONS ASSISTANT

The public relations assistant will contribute to good public relations of the church by organizing volunteers to assemble and prepare pieces for mailing and distributing printed materials as necessary.

Ministry Area/Department	Media
Position	Public relations assistant
Accountable To	Public relations coordinator
Ministry Target	Congregation and the community
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving
Talents or Abilities Desired	Good driver • Own transportation • Enjoys running errands
Best Personality Traits	Team spirit • Servant's heart • Dependable-leader or dependable-expresser
Passion For	Promoting good communication within the church and presenting a positive image of the church to the community
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week—more during special events
2. **Participating in meetings/training:** one hour a month

RESPONSIBILITIES/DUTIES

1. Assist with delivering or distributing advertisements, flyers and other public relations pieces for the church.
2. Collate, fold, stamp and otherwise prepare special pieces for mailing.

PUBLIC RELATIONS COORDINATOR

The public relations coordinator will oversee church publications and advertising and will offer suggestions for improving and maintaining the church's image in the community.

Ministry Area/Department	Media
Position	Public relations coordinator
Accountable To	Executive pastor
Ministry Target	Congregation and the community
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Administration
Talents or Abilities Desired	Experience in publishing, advertising or public relations • Organized • Good communicator
Best Personality Traits	Organizer • Friendly • Professional • Dependable-leader
Passion For	Promoting good communication within the church and presenting a positive image of the church in the community
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week (more during special events)
2. **Participating in meetings/training:** one hour a month

RESPONSIBILITIES/DUTIES

1. Coordinate and oversee development of advertisements, flyers, public relations pieces, news releases and newsletters for the church.
2. Meet with public relations assistants to brainstorm and delegate tasks and special projects.
3. Contact photographer regarding photography needs.

4. Coordinate and insure completion and delivery of special mailings, neighborhood canvasses, etc.
5. Keep a file of all the church's printed advertisements, newsletters, etc.

PUBLIC RELATIONS GRAPHIC DESIGNER

The public relations graphic designer will contribute to good public relations of the church by using graphic design skills to help develop printed media.

Ministry Area/Department	Media
Position	Public relations graphic designer
Accountable To	Public relations coordinator
Ministry Target	Congregation and the community
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving
Talents or Abilities Desired	Experience in graphic design • Proficient computer skills
Best Personality Traits	Artistic • Creative • Leader-analyst or leader-dependable
Passion For	Promoting good communication within the church and presenting a positive image of the church to the community
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two hours a week—more during special events
2. **Participating in meetings/training:** one hour a month

RESPONSIBILITIES/DUTIES

1. Work with public relations coordinator and public relations assistants to design advertisements, flyers, public relations pieces, news releases and newsletters for the church.
2. Meet with public relations coordinator and assistants to brainstorm regarding special projects.

3. Use computer skills to create and finalize design and layout of advertisements, flyers, public relations pieces, news releases and newsletters as assigned by the public relations coordinator.

PUBLIC RELATIONS WRITER

The public relations writer will contribute to good public relations by using writing and editing skills to help develop printed media.

Ministry Area/Department	Media
Position	Public relations writer
Accountable To	Public relations coordinator
Ministry Target	Congregation and the community
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving • Administration
Talents or Abilities Desired	Experience in copywriting and editing • Good communicator
Best Personality Traits	Team spirit • Creative • Analyst-dependable or analyst-expresser
Passion For	Promoting good communication within the church and presenting a positive image of the church in the community
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two hours a week—more during special events
2. **Participating in meetings/training:** one hour a month

RESPONSIBILITIES/DUTIES

1. Work with public relations coordinator and other public relations assistants to develop advertisements, flyers, public relations pieces, news releases and newsletters for the church.
2. Meet with public relations coordinator and assistants to brainstorm regarding special projects.
3. Write articles for the church newsletter. Collect announcements and calendar information, interview ministry sponsors regarding upcoming

activities and events, cover special churchwide events, interview church members in each newsletter.

4. Write ad copy.

5. Proofread material to be printed.

SOUND TECHNICIAN

The sound technician will adjust and maintain the sound system to ensure a clear and comfortable sound level within the church facilities.

Ministry Area/Department	Media
Position	Sound technician
Accountable To	Executive pastor
Ministry Target	Congregation
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving
Talents or Abilities Desired	Familiar with P.A. systems • Experience in operating sound equipment • Good hearing
Best Personality Traits	Consistent • Dependable-analyst
Passion For	Making sure God's message in word and song is heard clearly
Length of Service Commitment	Two years minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two to three hours a week
2. **Participating in meetings/training:** one hour a quarter or as requested

RESPONSIBILITIES/DUTIES

1. Arrive prior to worship services to double-check and set up equipment as needed: microphones, monitors, etc.
2. Operate sound equipment during all services and special events held in the church sanctuary/auditorium.
3. Maintain equipment and arrange for repairs as necessary. Report equipment replacement needs or recommendations to the executive pastor and/or appropriate committee.

TAPE MINISTRY DIRECTOR

The tape ministry director will handle all orders for audiocassette or videotape messages and perform special services, from receiving the order/funds to delivering the tapes.

Ministry Area/Department	Media
Position	Tape ministry director
Accountable To	Executive pastor
Ministry Target	Congregation, homebound members and the community
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving • Administration • Exhortation
Talents or Abilities Desired	Organizer
Best Personality Traits	Persistent • Dependable
Passion For	Inspiring and encouraging people through providing messages and music on tape
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** one hour a quarter or as requested

RESPONSIBILITIES/DUTIES

1. Receive orders for audiocassettes or videotape messages and special services at the church.
2. Give funds received for tapes to the financial secretary.
3. Order tapes from the audio or video technician.
4. Deliver the tapes to the appropriate people either at church, by mail or through outreach ministers.
5. Oversee budget and expenditures for the tape ministry.

VIDEO TECHNICIAN

The video technician will record messages, special services and events; keep an organized library of tape recordings; and provide duplicate videos for the tape ministry.

Ministry Area/Department	Media
Position	Video technician
Accountable To	Executive pastor
Ministry Target	Congregation and the community
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving
Talents or Abilities Desired	Experience in operating video recording equipment • Good hearing and eyesight
Best Personality Traits	Consistent • Dependable
Passion For	Producing professional quality videos to share God's message with others
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two hours a month (more depending on special events)
2. **Participating in meetings/training:** one hour a quarter or as requested

RESPONSIBILITIES/DUTIES

1. Arrive prior to special service or event, double-check and set up equipment as needed.
2. Operate video camera to videotape special services and events.
3. Edit master videotapes if necessary.
4. Label each master video appropriately with content and date, and keep an organized library of masters.
5. Duplicate videos as needed for the tape ministry.

6. Maintain equipment and arrange for repairs as necessary. Report equipment replacement needs or recommendations to the executive pastor and/or appropriate committee.