

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 1.20.28
Subject Job Description: Director of Technology
Effective Date 07/15/2020
Committee Administration & Personnel

CHURCH ORGANIZATION

JOB SUMMARY

The Director for Worship Technology provides leadership and oversight for the technology used in worship and ministries of Trinity Lutheran Church, Camp Hill.

REPORTS TO: Director of Administration and Lead Pastor

STATUS: Part-time (10 hrs.)

FLSA: Hourly Non-Exempt

ESSENTIAL FUNCTIONS:

- Adheres to the church's Christ-centered mission, vision, values and guiding principles.
- Oversees the church's worship technology ministry.
- Trains staff and volunteers on best worship technology practices.
- Oversees the audio, visual, and lighting for worship and ministries.
- Provide and maintain a high level of excellence in all technical aspects of the worship experience.
- Provide leadership and oversight to all systems support (audio, media, video and lighting) for the worship experience including the operation, troubleshooting and maintenance of all equipment.
- Oversee the programming of lighting cues and operation of lighting equipment for regular weekly services and special events.
- Oversee creation and maintenance of a database of checklists, logs, and troubleshooting documents for usage in service preparation and equipment maintenance.
- Oversee recruiting and training of volunteers serving in all system support areas.
- Provide system maintenance and acquisition for audio, video and lighting equipment.
- Oversee and be accountable for technical volunteers for weekend services and special events/concerts and ensure roles are filled, including creating a volunteer schedule.
- Manage testing and loading of video and graphic content for all services and special events.
- Oversee the maintenance and management of lighting systems, including: updating hardware, software, and equipment firmware; regular cleaning and maintaining fixtures and equipment; and hanging and removing of damaged lighting fixtures for repair.
- Provide technical oversight for all special services
- Actively research new products, equipment and solutions.
- Obtain equipment quotes and facilitate purchases and rentals with vendors as needed.

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OTHER RESPONSIBILITIES:

- Serves as advisor to IT/AV team.
- Participates in Creative Worship Team as needed.
- Participates regularly in training conferences and study for continuing personal and professional development.
- Participates in staff meetings and retreats.
- Performs other duties as may be assigned by the Lead Pastor.

MINIMUM QUALIFICATIONS:

- Bachelor's degree or equivalent experience.
- Two years' experience overseeing audio, video and lighting desired.
- Computer proficiency in Mac and PC.
- Proficiency with MS Office Suite or equivalent.
- Broad knowledge and experience in major worship software such as ProPresenter.
- Strong organizational skills.

PHYSICAL REQUIREMENTS:

- Ability to communicate orally and in writing.
- Ability to listen to staff, members, and community.

CORE COMPETENCIES:

- **Teamwork**
Works well with others. Cooperates and maintains positive attitude as part of a team. Recognizes and respects other's point of view. Displays willingness to help outside area of responsibility.
- **Communication**
Expresses oral and written ideas clearly. Exercises good listening skills and requests clarification if unsure how to proceed. Keeps employees and colleagues informed. Respects and protects confidential information. Presents information in a clear and concise manner.

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- **Problem Solving**

Considers alternatives and possible consequences before making decisions. Reduces problems into manageable segments. Knows when to seek help with a problem resolution.

- **Job Knowledge**

Demonstrates competence in technical knowledge and skills. Proficient in using established techniques and procedures, references, materials and equipment. Keeps current with new developments in technology and office operations.

- **Planning & Organizing**

Identifies and organizes projects and resources to meet objectives. Determines priorities and anticipates contingencies. Completes assignments in a timely manner according to priorities and requests.

- **Integrity**

Shares complete and accurate information. Maintains confidentiality. Adheres to organizational policies and procedures. Meets own commitments.

Staff Signature

Date

Supervisor Signature

Date