

**JOB TITLE:** DIGITAL WORSHIP COORDINATOR

**SUMMARY STATEMENT:** Responsible to the church, through the Session, for the implementation of all digital aspects of worship services – including projecting multimedia onto the screens in the sanctuary and running the online live-stream of worship. Required hours are Sundays from 9:30 a.m. – 12:30 p.m.; along with special services as needed. Some flexible hours outside of these times may be required for special video editing projects or ensuring weekly service is loaded into VMix.

**Qualifications:** Use of VMix Live Video Streaming software, YouTube live streaming, Canva Pro, video editing software, Microsoft Office, and Google Workspace Apps will be required. If any programs are unfamiliar, an ability and willingness to learn these programs is required.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

1. Collaborate with the Administrative Assistant to ensure all multimedia is created and loaded properly into VMix prior to the beginning of each worship service.
2. Run the VMix program during worship services, which controls the screen projections in the sanctuary and the live stream on YouTube. Work with the sound board operators to ensure adequate volume levels are going out on the live stream.
3. Be responsible for training and scheduling volunteers to cover any of your absences from a worship service. For planned absences, a substitute volunteer should be secured at least two weeks in advance.
4. Work with pastors and staff to produce and edit recorded videos as requested.

**CORE COMPETENCIES**

- ***Integrity and Trust.*** Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes, doesn't misrepresent him/her/themself for personal gain.
- ***Function/Technical Skills.*** Has functional and technical knowledge and skills to do the job at a high level of accomplishment including but not limited use of VMix Live Video Streaming software, YouTube live streaming, Canva Pro, video editing software, Microsoft Office and Google Workspace Apps.
- ***Self-Development.*** Is personally committed to and actively works to continuously improve him/her/themself; understands that different situations and levels may call for different skills and approaches; works to deploy strengths; works on compensating for weakness and limits.
- ***Composure.*** Is cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; doesn't show frustration when resisted or blocked; is a settling influence in a crisis.
- ***Dealing with Ambiguity.*** Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; doesn't have to finish things before moving on; can comfortably handle risk and uncertainty.
- ***Ethics and Values.*** Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; practices what he/she/they preaches.
- ***Informing.*** Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or the organization; provides individuals information so that they can make accurate decisions; is timely with information.
- ***Work/Life Balance.*** Maintains a conscious balance between work and personal life so that one doesn't dominate the other; is not one-dimensional; knows how to attend to both; gets what he/she/they wants from both.

**RELATIONSHIPS:**

Works with and gives support to the pastors and program staff. Direct supervision received from pastors.

**HOURS AND TIME:**

Required hours are Sundays from 9:30 a.m. – 12:30 p.m.; along with special services as needed. Some flexible hours outside of these times may be required for special video editing projects.

**COMPENSATION:**

\$150 per worship service (no benefits)

Signed: \_\_\_\_\_  
Date: \_\_\_\_\_