



Production Director (Video Emphasis)

Job Description

DEPARTMENT: Worship
REPORTS TO: Elder of Worship & Preaching
FLSA STATUS: Non-Exempt
EMPLOYEE STATUS: Flexible Part Time
WORK HOURS: 10 hours per week
APPROVED BY: Church Administrator Date: February 19, 2021

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

Summary & Purpose

As a part of the Worship Ministry Team, the purpose of the Production Director (Video) is to work together with the Production Director (Audio) to support, assist, and contribute to the overall vision of the Elder of Worship & Preaching in providing God-honoring worship in our services, and events.

Key Areas of Responsibility:

Worship Services and Church Events

- Coordinate tech needs with the Worship Ministry Team for all services and major church events including Adventure Week, Easter, and Christmas.
- Assist in overseeing sound in the East and West sanctuaries as well as outdoor gatherings.
- Schedule volunteers for services and major church events, making sure all necessary positions are filled.

Volunteer Recruitment, Coordination and Training

- Coordinate with the Worship Ministry Team (Production Director - Audio and Elder of Worship & Preaching) to recruit and train tech volunteers for Sunday services and special events.
- Maintain an accurate, up-to-date, centralized volunteer contact roster/list.
- Thoroughly train and be hands-on with volunteers to help them achieve growth in their abilities and excellent results.
- As scheduled, oversee and manage the sound engineer, Pro-Presenter and camera operators to make sure they are equipped to perform their tasks effectively, quickly and efficiently, and provide instruction with all necessary details.

Worship Service Video Production

- Oversee recording, editing, broadcasting, and uploading of weekly services and sermons.

Video Production

- Oversee recording and editing of videos for the various ministries of Grace as needed and as directed by the Elder of Worship and Preaching.

Qualifications, Skills & Abilities:

1. Solid assurance of salvation through faith in Jesus Christ.
2. Agree with and support the statement of faith and position on issues of the Grace Evangelical Free Church.
3. Strong, growing walk with the Lord, evidenced by a deep love for Jesus Christ and others.
4. Desire to serve the body of Christ with any gifts, abilities, and talents that God has given you.
5. Must have an attitude of being faithful, available and teachable.
6. Agree with and support the vision, philosophy and direction of Worship Ministries, as well as that of Grace Evangelical Free Church of La Mirada and its leadership.
7. Demonstrate a level of maturity consistent with Scripture and the specific leadership responsibilities.
8. Regular attendee of Grace Evangelical Free Church of La Mirada and involvement in some form of accountability relationship (i.e., Grace Group, etc.).
9. Must live an exemplary Christian lifestyle, honoring to the Lord Jesus Christ.
10. Proven ability to recruit and provide training for those who perform duties related to sound and recording.
11. Maintain working knowledge of various software related to worship (e.g. Pro-Presenter, Planning Center, CCLI, Final Cut Pro X, Pro Tools).
12. Value the concept of a lifelong learner maintaining a posture of continuous improvement and professional development.

Faith & Membership

Maintain a lifestyle with sound Christian principles and those established by the institution. Participate in the spiritual growth, development, care and support of other employees interacting with this position.

Be a member in good standing at Grace Evangelical Free Church. If not a member when called by the Church, he/she will complete the process within three months of the date of hire or as soon as possible based on the membership class schedule.

Education and/or Experience

High school diploma or GED with 1 to 2 years' experience directly related to the duties and responsibilities.

Language Skills

Ability to process information well, edit documents accurately, and create instructional materials as needed. Ability to read and interpret documents such as safety rules, operating

and maintenance instructions, and procedure manuals. Ability to communicate effectively in both oral and written forms across multiple platforms.

Reasoning Ability

Advanced analytical skills, ability to brainstorm various problem-solving situations and communicate clear presentations from complex information.

Certificates, Licenses, Registration

Current State of California Driver's License

Working Conditions

Work is normally performed in a typical interior/office work environment.
Ability to safely lift 20 lbs.

Church Administrator Approval

_____	_____	_____
Printed Name	Signature	Date

Employee Acceptance

_____	_____	_____
Printed Name	Signature	Date