

TECHNICAL & CREATIVE MINISTRIES COORDINATOR

The Technical and Creative Ministries Coordinator is a part-time position at Lakewood UMC of approximately twenty-five to thirty hours each week, including daytime hours, Sunday mornings, and some evenings, with primary responsibility for maintaining, utilizing and staffing the computer and audio-visual resources of the church. Depending upon the specific task, the position shall be accountable to the Director of Music Ministries and to the lead pastor of the church, and shall also work closely with other members of the pastoral and program staff as appropriate, attending weekly church staff meetings, bi-monthly meetings of the Church Council, A/V team meetings as called, New Song rehearsals on Thursday evenings, choir rehearsals as needed, and wedding and funerals as needed.

Qualifications for the position shall normally include a bachelor's degree or specialized training in the areas of computers and information technology, as well as a strong familiarity with audio-visual equipment and usage, knowledge of sound systems and basic computer hardware, evidence of personal maturity, an understanding of Christian discipleship, people skills for working with volunteers and a heart of service to others. Administrative and leadership skills, including the ability to work well under direction and within budgets, will be expected. As a leader within the congregation, the Technical and Creative Ministries Coordinator should be familiar and in agreement with Wesleyan tradition and theology, United Methodist polity, church organization and resources, and United Methodist understandings of the nature of corporate worship. He or she must also be a person of faith embodying high moral and ethical standards and integrity.

Specific job responsibilities shall include:

- (1) Serve as the primary operator and director of technical resources at LUMC, including those audio-visual components used in the sanctuary and elsewhere for worship, studies, fellowship events and special times such as weddings and funerals. Additional compensation shall be considered for assisting in marriage ceremonies and rehearsals, as per the schedule outlined in the wedding policy of the church.
- (2) Become fully acquainted with the equipment and systems of the church and be able to make recommendations for their most effective usage and improvements, doing repairs "in-house" as needed and where practical.
- (3) Maintain an up-to-date inventory of all church-owned A/V equipment.
- (4) Provide technical support as needed for choir, praise team, and other rehearsals.
- (5) Assure that audio-visual systems are in working order and ready to be utilized at least thirty minutes prior to the start of each scheduled worship service or special event
- (6) Maintain the audio-visual areas in an orderly and professional fashion.
- (7) Train and recruit both volunteer and paid staff which are proficient on our systems and aware of our policies for their usage.
- (8) Work with the pastoral and music staff in planning for the audio-visual needs of worship times, choir concerts, special guests, etc.
- (9) Arrange for the production of sermon and worship tapes or CDs as requested.

- (10) Serve as the principle information technology coordinator of the staff, maintaining the church's computers, databases and network capabilities.
- (11) Serve as the church's webmaster in the continuing development of its website and other cyber-ministries.
- (12) Serve as a resource to staff members in the ongoing usage of computer software and other technical applications.
- (13) Remain current with technological and ministry trends through attending such workshops and professional development programs as shall be approved by the pastor or SPRC.
- (14) Other such duties as shall be assigned by the lead pastor as appropriate for a part-time position at the church.

The salary for this position will range from \$26,000-30,000 per year, dependent upon qualifications, prior experience, and hours anticipated to be worked. Inquiry letters, along with a resume and list of references, may be submitted electronically to the Staff-Parish Relations Committee via sprc@lakewoodumc.org. Interviews will be conducted during November 2007, with a view towards beginning the position by the end of the year or early 2008.