



Changing the world through Christ, by caring for all people

TECHNOLOGY COORDINATOR

Part time

May 1, 2023

Accountable to: Office Manager and Senior Pastor

Purpose: The Technology Coordinator leads a team of volunteers and works with church staff to oversee all worship audio/video content and to refine the live streams of services. The Technology Coordinator will create a vision for the church's technology to enhance the worship experience and develop new methods of using technology to reach a greater audience.

Purpose: To serve the church as a team member, supporting the identified priorities of St. Mark's by providing strong leadership in the area of technology and audio-visual support to create a dynamic worship experience.

- I. St. Mark's United Methodist Church will bring Christ to the world by taking Church out into the world.
- II. St. Mark's United Methodist Church will reach out to people in all ages and stages of life, with an emphasis on younger people.
- III. St. Mark's United Methodist Church will prayerfully examine our church structure. We will seek to strengthen the systems, which are supporting and nurturing our ministry, and to relinquish those systems which no longer serve us well.
- IV. St. Mark's United Methodist Church will become physically involved in mission and justice projects.

Primary Duties and Responsibilities:

- Provide oversight for the video and audio technology in the Sanctuary, Fellowship Hall, and other on campus venues.
- Operate audio and video equipment when needed during events or meetings for groups on campus
- Oversee the creation of the media used in worship services with an emphasis in making sure we are in compliance with copyright law for audio and video in worship services that are streamed or pre-recorded by St. Mark's.
- Vigorously monitor for areas of improvement in existing video and streaming systems.
- Prepare for weekly streaming of worship services
 - Maintain the systems through updates of software, recalibrating equipment as needed
 - Prepare correct art and screen images for services.

- Complete post-production editing of live streamed services
 - Clean up beginnings of services
 - Edit volume as needed
 - Ensure proper tags and descriptions are on each service, including CCLI and CVLI license numbers
- Edit weekly videos for YouTube, Facebook, and TikTok as needed.
- Ensure live stream and AV is functional for special services such as prayer services, trainings, and Soul Station

Secondary Duties and Responsibilities if there is time:

- Develop and implement new ways to expand worship out into the world using technology.
- Provide vision and anticipate expansion of video and streaming capabilities by exploring and implementing efficient and cost-effective technology solutions to accommodate future growth.
- Recommend purchases, keep inventory of equipment and maintain systems relating to audio/video, computer systems, networks, software, and other IT infrastructure as it relates to the St. Mark's worship experience.

Physical Requirements and Skills:

- Sit for long periods of time.
- Use hands to handle, control, or feel objects, tools, or controls.
- Clearly see details of objects less than a few feet away.
- Understand the speech of another person.
- Speak clearly to be easily understood.
- Clearly see details of objects more than a few feet away.
- See differences between colors, shades, and brightness.
- Use fingers to grasp, move, or assemble very small objects.

Environmental Conditions: Work is predominately indoors and generally provides protection from temperature changes during multiple hours of computer work.

This position is 10-15 hours per week and is not eligible for benefits. This position may require evening and weekend work.