

Sample list of responsibilities for Tech Person – for online or hybrid services with Sample Position Description

This list of responsibilities may be made longer or shorter dependent upon the number of hours the employee will work, the unique needs of the congregation, and the specific policies and procedures within the Personnel Manual/Manual of Operations for each church.

Possible Responsibilities

- Manage/update website - especially information about livestreaming services
- Set up ZOOM meetings if applicable - Coffee Hour? Meetings?
 - Manage meeting registration with the Admin Assistant/Office Manager if needed
- Set up Livestreaming via YouTube, Facebook, or ZOOM
- Familiar with OBX or vMix to livestream church services (helpful if the church wants someone that can switch PowerPoint and video during the livestream)
- Can make and run PowerPoint for church service (it's better to have someone else run PowerPoint during the service if the tech person is also running OBX, vMix to livestream church services)
- Works with sound person (person who manages the sound board)
- Manage cameras/web cameras during the service
- Needs to understand basic internet to ensure church's internet can handle the livestreaming
- May need to know how to edit videos if needed after the livestream, or to edit videos so they can be included in the livestream (i.e. pre-recorded music or similar items) Premier Pro is good for video editing, but other video editing services can be used.

Items of importance to include:

- Addition of any other general responsibilities, i.e., must be present in-person on Sunday mornings.
- To whom will the employee report (who is the supervisor)
- Other employees with whom the employee will interact and the relationship between the them
- Will this employee be considered full-time or part-time?
- Will this employee be compensated by salary or hourly?
- Who will do the annual review for this person and how often?

Basic equipment necessary for online or hybrid church service

- A camera
- A tripod
- Lighting
- A microphone for the pastor
- Encoding Software
- Editing Software
- An HDMI cable
- An HDMI extender
- A capture card

SAMPLE POSITION DESCRIPTION

TITLE: **Video Producer**

HOURS: Part-time, hourly, 4-6 hours a week (additional hours must be approved by Head of Staff)

PURPOSE: Serve as the primary resource staff for video and graphic production.

ACCOUNTABILITY: The Video Producer is responsible to the Administration committee of the Session, through the Pastor as Head of Staff.

RESPONSIBILITIES:

- Always:
 - Attend weekly staff meetings
 - If requested, attend the Worship Committee meetings.
 - In conjunction with the pastor, gather, organize and edit pre-recorded elements of the worship service
 - Assist with graphics and titles
 - Remain current on streaming video standards and practices
 - Be familiar with new methods and ideas for incorporating digital elements into worship

- Occasionally:
 - Manage the live stream for special services including, but not limited to funerals, committals, and weddings.

- When the church is meeting virtually:
 - Preparation: Work with worship participants to help them provide video clips. This includes providing written instructions, access to shared folders, answering questions to assist staff and volunteers.
 - Assemble the final worship service video and arrange to edit it with the pastor.
 - Export and upload video to designated web video platforms before Sunday morning

- When the church is meeting in person:
 - Manage a live stream of the worship service from the sanctuary
 - Setup and operate camera(s)
 - Manage audio sources/levels (for both the live stream and house sound)
 - Manage pre-recorded video sources (for both the live stream and house monitors)

- Run video switcher for live stream
- Monitor live stream feedback
- Train volunteers to stream the service in the absence of the coordinator. Develop 'how to' guide.

EVALUATION: An annual performance review will be conducted by the Pastor and the Administration Committee.

DESIRED QUALIFICATIONS AND SKILLS:

- Excellent at written and verbal communication
- Self-motivated, strong creative drive with attention to details
- Proficient in audio/video technology and software
- Familiarity with music copyright licenses and fair use