



PRODUCTION COORDINATOR (VIDEO)

DEPARTMENT:	Worship	
REPORTS TO:	Elder of Worship & Preaching	
FLSA STATUS:	Non-Exempt	
EMPLOYEE STATUS:	Flexible Part-Time	
WORK HOURS:	Flexible 15 hrs/week	
SCHEDULE:	Varied	
APPROVED BY:	Church Administrator	Revision date: February 20, 2024

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 Production Coordinator's purpose is to support, assist, and contribute to the overall vision of the Elder of Worship & Preaching to provide God-honoring, Christ-centered gathered worship in our services, and events.

Key Areas of Responsibility:

Volunteer Recruitment, Coordination and Training

- Coordinate with the Worship Ministry Team (Production Director and Elder of Worship & Preaching) to recruit and train tech volunteers for Sunday services and special events.
- Coordinate tech needs with the Worship Ministry Team for services and major church events including Adventure Week, Easter, and Christmas.
- Train and oversee volunteers during worship services to help them grow in their abilities.
- Share responsibility of service as Sunday morning tech lead (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).

Sermon Editing, Distribution, and Archival

- Edit and upload the Sunday sermon *video* each week.
- Edit and upload the Sunday sermon *podcast audio* each week.
- Edit and upload *other recorded gatherings*, as needed.
- Delegate and ensure the editing and uploading of the Sunday sermon in your absence.
- Keep our digital media storage (both audio and video) well organized and updated.

Asset Management

- Assist the Production Director in maintaining a working knowledge of all church audio/visual equipment.
- Assist the Production Director in the specification, purchase, sale, and maintenance of all audio/visual equipment for Grace.

Stage Management

- As needed, assist the Production Director, in stage management to ensure correct stage and lighting set-up and readiness for all services and events.

Sound Supply

- As needed, provide production coordination and direction for special and other events, and groups who rent our facilities where an audio engineer is necessary.
- As needed, mix audio for worship services and other gatherings.

Video Production

- As needed, coordinate with various ministry leaders to create, film, and edit videos for the benefit of the broader Grace congregation.
- As needed, enlist volunteers to help with the creating and editing of these types of videos..

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 (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.

The Worship Ministry Associate/AV Director will 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

Ability to apply common sense understanding to carry out instruction furnished in written, oral, or diagram form.

Certificates, Licenses, Registration

Current State of California Drivers License

Working Conditions

Work is normally performed in a typical interior/office work environment.

Ability to safely lift 20 lbs.

No or very limited exposure to physical risk.

Church Administrator Approval		
_____	_____	_____
Printed Name	Signature	Date

Employee Acceptance		
_____	_____	_____
Printed Name	Signature	Date