

Technical Ministries Director

Westwood Hills Church of God

Gainesville, Florida

Duties and Responsibilities

The Director of Technical Ministries serves the Technical Ministries in its entirety, facilitating all aspects of the Ministry, and reports to the Senior Pastor.

The Technical Director recruits, trains and leads volunteers in their technical gifting in all facets of the Technical Ministry. Volunteers are responsible for media and technical needs for all worship services and events. These volunteers are trained by the Technical Director to mix sound, do lighting, create sermon outlines for data projection, create and sequence song text for data projection, and operate computers during worship.

The Technical Director collaborates with all Pastors and the Worship Leader concerning:

- All scheduling of the Technical Ministries support for the church, including the scheduling of training and orientation both as on-going training and development, as well as that for new members to the team.

- Participate in Weekly Worship Planning Team meetings

- Worship and Technical Ministry direction and needs

- Audio/visual equipment maintenance

- Purchasing of new equipment as needed

- Creative input for worship ministries and current trends in church media

- Responsible for all data input for video/graphic projection for all services and special events.

- Responsible for maintaining an active list for all equipment

Use:

All equipment stored in the Sanctuary area is to be used only in the sanctuary area. If any equipment is needed elsewhere in the building or outside the building, the equipment use must be approved and signed out by a member of the Technical Ministries Team. Equipment leaving the building must be approved by the Director of Technical Ministries. All equipment returned MUST be signed back in, otherwise, it will become the responsibility of the borrower to replace any equipment not accounted for.

Repairs:

Any piece of missing or broken equipment is to be brought to the attention of the Director of Technical Ministries.

Security/Keys:

Any tech-related keys in possession of a Technical Ministries Team member are the property of the church and the responsibility of the Team Member. No one is authorized to duplicate or replace keys in any manner. Your keys are not to be loaned to anyone other than another member of the Technical Ministries Team in the event that they are scheduled and do not have their keys with them. Any missing, broken, or lost keys or non-functioning locks are to be brought to the attention of the Director of Technical Ministries.

Covers:

All equipment is to be securely covered or locked, whichever relates prior to your leaving the equipment for the day.

Organization:

The Media Booth is to be kept clean, neat and orderly at all times. It is the responsibility of ALL members of the Technical Ministries Team at all times, whether scheduled or not.

Food & Drink:

There is to be NO food or drink around ANY console or computer. Technicians using food or drink around consoles or computers will be asked to remove the food immediately.