Job Description

Job Title: Ministry Technology Coordinator

Mission Area: Operations
Supervisor: Director of Operations
Current as of: October 2025

FLSA Protected Position
Part Time, Hourly, Non-Exempt
20 Hours per Week

Job Summary:
The Ministry Technology Coordinator is responsible for managing the day-to-day coordination of technology initiatives and supporting worship and ministry production across both campuses. As Epiphany's primary technical contact, this role serves as a vital link between staff, volunteers, and core tech professionals—ensuring technology is seamlessly integrated, maintained, and utilized to enhance spiritual engagement and operational efficiency.

This position owns IT processes that optimize and sustain Epiphany's technology infrastructure and worship systems. Success in this role requires strong relationship-building and project management skills, along with a collaborative spirit and an aptitude to navigate technology solutions in a ministry setting. The Ministry Technology Coordinator supports the mission of Epiphany Lutheran Church: to grow in faith, build thriving community, and transform lives through Christ's love.

Key Responsibilities:

Technology Coordination & Infrastructure Oversight

- Serve as both the primary liaison and single point of contact (SPOC) for technology-related communication between church staff, tech volunteers, and external vendors.
- Manage technology support, projects, upgrades, and implementations across both campuses.
- Oversee technical elements of worship services, including audio, video/media, projection systems, lighting, presentation software, livestreaming, and recording.
- Ensure technology resources are available and functional to support ministry events, enabling facilities staff and ministry leaders to manage setup and operation effectively.
- Facilitate procurement, setup, computer maintenance, and lifecycle management of hardware and software, including basic network, tenant, and Teams administration as needed.
- Maintain secure and reliable internet and network connectivity in collaboration with vendors.

Staff and Volunteer Engagement & Support

- Recruit, train, and schedule volunteers for tech-related roles churchwide.
- Coordinate volunteer teams for worship tech roles, ensuring coverage and training.
- Empower ministry partners and staff with tools and training to use tech effectively.
- Maintain documentation, onboarding guides, and training materials for staff and volunteers.
- Collaborate with worship music leaders and ministry teams to ensure seamless tech delivery.
- Foster a collaborative and innovative culture among tech volunteers and staff.

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Work Expectations

- **Sunday Availability**: Presence required Sundays from 7:00 a.m. to noon. At least one weekday in-office (e.g., Tuesdays for staff meetings); attendance at worship planning meetings is expected. Other hours are flexible.
- **Role Expansion:** This role may expand based on service growth, evolving tech needs, and available funding. Responsibilities may evolve in continued alignment with Epiphany's strategic plan and ministry technology goals.
- **Supervisor Support:** This role is supported by oversight and guidance from the supervisor, particularly in areas such as strategic planning, prioritization, and resource alignment. The supervisor also provides hands-on support when needed to help ensure ministry goals are met.

Qualifications

- Degree or equivalent experience in IT, AV Technology, Project Management, or a related field.
- Experience with church technology systems, livestream platforms, and AV equipment preferred.
- Demonstrated ability to quickly learn and apply new technologies.
- Strong organizational, communication, and relationship-building skills.
- Proven ability to lead volunteers and collaborate effectively across teams.
- Commitment to the mission and values of Epiphany Lutheran Church.

Preferred Skills & Experience

- Experience supporting worship environments or ministry settings with integrated technology.
- Familiarity with church management systems, presentation software (e.g., ProPresenter), and livestream platforms.
- Ability to troubleshoot and resolve technical issues calmly and efficiently during live events.
- Comfortable working Windows and Microsoft environments.
- Experience managing small projects, including timelines, budgets, and vendor coordination.
- Strong interpersonal skills with the ability to communicate technical concepts to non-technical users.
- A collaborative mindset and willingness to serve in a faith-based, team-oriented environment.
- Commitment to continuous learning and staying current with emerging technologies relevant to ministry.