St. Thomas Community Presbyterian Church
Position Description • Coordinator of Technology and Worship

Section 1: Terms and Conditions

Job Title: Coordinator of Technology and Worship

Position Goal: The primary duties of the Coordinator of Technology and Worship are to assist the pastor in the creation and implementation of worship services and to be responsible for the church's audio, video, website, and social media technologies.

Position Type: Hourly

Hours/Week: 20, including Sunday mornings. This position does not receive benefits.

Expected Schedule: Sixteen hours on weekdays, three hours during worship service(s), monthly Staff meetings, monthly Worship Committee meetings.

Reporting Structure: The St. Thomas Community Presbyterian Church Coordinator of Technology and Worship works under the direction of the Pastor/Head of Staff and is a member of the Worship Committee.

Time Off: When the Coordinator of Technology and Worship is unable to be present during the assigned schedule the Coordinator of Technology and Worship shall communicate with the Head of Staff regarding the situation.

Vacation: Vacation time for the Coordinator of Technology and Worship will be based on years of experience and negotiated at the time of hire. Paid time off is to be reported and managed by the Head of Staff at least two (2) weeks in advance.

Continuing Education: Available, with the approval of Session.

Other Terms:

- The Coordinator of Technology and Worship will be using such software applications as Word, Excel, PowerPoint, Publisher, Facebook, ProPresenter, and vMix. Prior knowledge and facility in the use of these applications is desirable. The ability and willingness to investigate and become proficient in additional production technologies and software applications, as needed, is also important.
- Starting compensation is $21.00 per hour, which equals $21,840 per year.
- Other duties may be assigned by the Pastor/Head of Staff. Such duties will pertain to the primary work of the Coordinator of Technology and Worship.
- The Pastor/Head of Staff will evaluate performance in accordance with the church's personnel policies.

- A successful candidate must have the ability to embrace the theology and polity of the PC(USA).
- This is a new position. It will grow and evolve. Additional duties, expectations, demands, etc. may be added or changed on an as-needed basis in order to meet organizational needs.

Section 2: Tasks

Technology:

- Coordinate the overall presentation of the worship services and special events in the sanctuary and on Livestream (funerals, weddings, community, or Christian Education presentations).
- Maintain a reliable system for providing technical support for all worship services and events.
- Assist in the recruitment, training, and scheduling of the volunteers and staff that operate the audio and video equipment used in the worship services and special events.
- Maintain and update the church's website as well as its presence on various social media.
    - Maintain and update the St. Thomas web site.
    - Manage the social media platforms (Facebook, Instagram).
    - Create standards, graphics and templates for the planning, execution, optimization, distribution of web & media content.
    - Gather photos, video and graphics and writing caption copy for media that is clear, informative, and enticing.
    - Monitor analytics and report on content marketing metrics to reflect effectiveness of content strategy.
    - Develop a culture that encourages sharing on web and social media amongst staff and church members.
- In consultation with the Pastor/Head of Staff and the Personnel Committee, ensure that all staff and volunteers comply with St. Thomas policies on Child Protection and Sexual Misconduct.

Worship:

- At the direction of the Pastor/Head of Staff, assist in the planning of worship services.
- Review and recommend to the Pastor/Head of Staff worship resources from the PC(USA) and other Christian sources.
- At the direction of the pastor/Head of Staff, coordinate the procurement of resources needed for worship.
- Recommend changes in worship content and style, in consultation with the Pastor/Head of Staff, when appropriate.

- Recommend additional worship services, in consultation with the Pastor/Head of Staff, when appropriate.

Qualifications:

- Excellent copywriting and proofreading skills.
- Ability to communicate with congregants and staff to find news and information that can be shared with the church community.
- Possess and demonstrate skills in graphic design.
- Knowledge in website technical structure is a plus.
- An ideal candidate will show initiative, perseverance, and possess a "whatever it takes" attitude.
- An ideal candidate will also need to be flexible in an environment that is subject to spur of the moment change.

Revised by Committee: 09/06/2022
Approved by Session: 09/16/2022