

Technical Arts Coordinator

Reports to: Senior Pastor

Status: Part time- starting at 15 hours

Location: St. Paul's Lutheran Church and School, Des Peres, MO

Position Overview:

St. Paul's Lutheran Church and School seeks a spiritually grounded, technically skilled, and creative individual to serve as the Technical Arts Coordinator. This position supports the worship, communication, and event ministries of the church and school by managing audio, video, lighting, and presentation technology with excellence and a heart for ministry.

Primary Responsibilities:

Worship Service Production: 5-6 hrs Sunday 7am-1pm & 3-4 hrs prep (including Midweek services and special events as needed)

- Coordinate and execute all technical aspects of all worship services including sound, video, livestream, and lighting.
- Support Sunday worship, midweek services, special services, and seasonal events.
- Prepare and operate worship visuals using software such as ProPresenter slides.
- Prepare and operate video recording for Livestream in services
- Work with pastors, musicians, and worship leaders to support weekly services.
- Provide leadership to your team of volunteers

Volunteer Team Leadership: (1-2 hours) various times during week or week nights

- Recruit, train, and schedule volunteers for AV and tech roles.
- Provide leadership, encouragement, and spiritual support to the AV team.

Equipment Management: (1-2 hours)

- Maintain, organize, and troubleshoot AV systems and equipment.
- Work with church leadership to plan equipment upgrades and manage AV budget.
- Regularly research and stay current on emerging technologies to recommend improvements, enhancements, and ongoing upkeep of systems

Creative Media Support: (dependent on skills)

- Work with a communications team or staff to maintain high-quality visual media.

Event Support (Church & School): (on as needed basis)

- Provide AV support for school chapels, concerts, programs, and meetings.
- Assist church and school staff with tech setup and training as needed.
- Serve as the go-to resource for technical needs in both church and school environments.

Qualifications:

- Proficiency in audio/visual systems, livestream platforms, and presentation software.
- Experience leading or training volunteers in a ministry setting.
- Strong problem-solving and communication skills.
- Heart for ministry and alignment with the mission and values of the LCMS.

Preferred Skills:

- Experience in video editing, lighting design, or creative media production.
- Basic IT or networking knowledge.
- Familiarity with Planning Center, church management software, and digital communication tools.

Spiritual Expectations:

- A committed Christian who supports the theology and mission of the Lutheran Church—Missouri Synod.
- Demonstrates a servant-hearted attitude and willingness to collaborate with ministry teams.
- Committed to using technical gifts to glorify God and enhance worship and ministry.

Compensation & Benefits:

- Compensation based on experience and hours.
- Benefits may include health insurance, vacation, and professional development opportunities.
- Flexible schedule in coordination with ministry needs.