

## **Minister of Media and Communications**

### **Saint Mark UMC, Seneca SC**

**Status:** Full time, Salaried

**Hours:** 40 hours per week. Typically, Sunday through Thursday

**Benefits:** Health insurance for staff member and dependent family members if spouse does not have own insurance

#### **General Purpose of Position:**

A creative, skilled, outgoing person to lead the Saint Mark UMC audio/visual effort in creating meaningful worship experiences both in-person and online. This person will oversee sound, video, live streaming and lighting for all in-person/virtual worship services and other events. This person will be responsible for upkeep of the church website and regular communications with the congregation including but not limited to compiling the weekly electronic newsletter, sending special announcements via email, and creating social media posts. This person will occasionally be responsible for creating current, compelling, and engaging videos for ministry areas. S/he will recruit, train, and regularly engage with the team of audio/visual volunteers. Ensure the church has the proper bandwidth in order to accomplish the above. Develop a comprehensive 3 to 5-year plan to continue meeting the church's digital needs to ensure effective in-person and virtual ministries”

**Organizational Relationship and Supervision:** Would be available to staff for AV projects to enhance ministry. Annual evaluation to be provided by supervisor and Staff Parish Relations Committee. Supervision will be provided by Senior Pastor.

#### **Responsibilities:**

Operate or oversee operations of audio, camera, projection, and lighting equipment on both a technical and creative level. Be present during worship services and special events to direct and oversee.

Recruit, train, and maintain regular communication with a team of volunteers to work in all aspects of Audio/Video for worship. Manage volunteer schedules.

Ensure the set-up, operation, and take down of equipment for producing and streaming of Sunday service and other productions. Identify and train volunteers to ensure continuity of service if on vacation or unable to perform this duty due to illness.

Be able to quickly have full understanding of Saint Mark's audio, projection, lighting, and camera systems as well as software to troubleshoot issues, and have responsibility for working with the Trustee Board for the maintenance of the equipment.

Attend weekly staff meetings and work closely with both Pastors and worship staff to craft the production of the worship experience.

Maintain Saint Mark UMC's website and social media presence, keeping all things up to date.

Manage compilation of weekly electronic newsletter, and create and send any special announcements electronically.

Create graphics for website, social media, and worship services.

Manage frequent small productions as well as occasional highly creative or demanding larger productions, including Children's Musicals, Chancel Choir Cantatas, and more.

**Qualifications and Aptitudes:**

Minimum of Bachelor's degree in media-related study, or the equivalent of 5+ years of related experience.

Knowledge of software such as ProPresenter, Adobe Creative Suite (Adobe AfterEffects, Photoshop, InDesign, Illustrator), Keynote and PowerPoint, Final Cut Pro and/or iMovie, and MS Office. Both Mac and PC operating systems.

Experience producing worship to ensure meaningful quality of worship for both in-person and online participants.

Proficiency in/knowledge of live video broadcast production, including video switcher, camera, recording gear, digital video equipment, digital sound systems, monitoring systems, lighting systems, video distribution systems, and digital media servers.

Must be able to work with diverse individuals, communicate well both in written and verbal forms.

Job Type: Full-time

Pay: \$38,000 - \$45,000, depending on experience and qualifications

COVID-19 considerations as applicable throughout the coming year