

CROSS LANES UNITED METHODIST CHURCH

Technology in Worship Lead

Job Description

Cross Lanes United Methodist Church seeks to be
*people devoted to God, active in service, generous in spirit, and continually learning
how to grow in grace as we make disciples of Jesus Christ for the transformation of the world.*

The Technology in Worship Lead (TWL) is a part time (10-15 hours per week) paid position at Cross Lanes United Methodist Church. The TWL will work with the Pastor, Worship and other teams and committees as needed to provide online and in-person worship experiences that are meaningful, easy to access and encouraging.

GENERAL CHURCH ORGANIZATION

The **Church Council** is the authority in the local church. It sets policy, approves budget and non-budget spending, and must approve the hiring of non-appointive staff persons.

The **Worship Team** is responsible for working with the TWL to assure that the spiritual needs of our church, especially those joining us online, are being met and that the mission and vision of the church are being furthered.

The **Staff Parish Relations Committee** - relates to the TWL by recommending employment terms, salary and an updated job description to the Church Council. The committee, with input from the Pastor, conducts an annual evaluation of the TWL. It also services as a resource to the TWL to assure that the TWL, Pastor and the church's needs are being met.

The **Pastor** is the administrator of the local church and has a direct supervisory relationship to the rest of the staff (paid and unpaid). The Pastor can normally handle matters of interpreting church policies, programs and organization. The Pastor has complete charge of the worship services. The Pastor will provide leadership guidance to the TWL to assure that the church's mission is being effectively promoted in all activities related to the children of the church and the community.

Principal focus:

To provide technical expertise as it relates to the in-person and online worship experiences of members and friends of Cross Lanes UMC.

Build and train a volunteer technology team to assist with weekly worship and special worship services during the seasons of the Christian year.

Utilizing the weekly worship services, shares elements of the service via social media and the crosslanesumc.org website to help people grow as disciples of Jesus Christ.

Responsibilities include, yet may not be limited to:

- Develop a volunteer technology team to provide video and audio tech during weekly worship services. Be present weekly to serve as a member of the technology team.
- Work with the appropriate members of the Worship team to prepare worship graphics and 'slides' to be projected during worship and to be used for the online worship experience.
- Work with pastor and church administrative assistant to update the announcement live feed.

- Livestream to both YouTube and Facebook each week.
- Work with pastor to identify and edit a 2-3 minute segment to pull from each week's worship service to highlight the gifts of CLUMC. This segment will be shared on social media and could be a song, children's message, a portion of the sermon, solo, etc.
- Build out the church worship archive on the crosslanesumc.org website. Be sure to include all of the information so that each week's message can be searchable; this includes scripture references, and bulletin.
- Regularly review the livestreams to evaluate quality, camera rolls, etc. Provide feedback to Pastor and Music Director for adaptations as needed.
- Look for opportunities to share events in the church using Facebook Reels. These are 90 second snippets and can be pictures or videos highlighting the ministries of CLUMC.
- Follow Finance Committee requirements for financial accountability,
See Employee Handbook for more details.
- Other duties as assigned by the Pastor and approved by the Staff/Parish Relations Committee and in conjunction with the Worship Committee.

Occasional Duties:

- Provide guidance on the technology needs of the Cross Lanes UMC facility and report to the pastor and Board of Trustees when gaps are found.

Skills & Expectations:

- A working knowledge of video technology, audio mixing and graphic design with a minimum of two years' experience in video production.
- Experience working in a faith-based environment. Have a solid understanding of what the United Methodist Church stands for and the ability to relate that understanding to our in person and online community. Knowledge of the Christian year is also essential.
- The ability to communicate and work with members of the Worship team and lead the technology team.
- Be aware of and collaborate to the long term goals of the worship team and pastor.
- Have a creative mind and be able to respond to unexpected situations.
- The ability to evaluate, develop, implement, and assess the technological needs of the church
- Work in a spirit of cooperation and motivation with the congregation, staff and other committees within the church family.
- Be present during Advent, Lent and especially Holy Week.

Supervision

The Technology in Worship Lead will be supervised and evaluated by the Pastor and will be a member of the Worship Team.

If the Technology in Worship Lead is unavailable to assist in Sunday worship, members of the volunteer team will need to be assigned and prepared to serve the church. It is important to notify the pastor of a Sunday away from worship two weeks in advance.

The Technology in Worship Lead is given one Sunday a quarter, four Sundays a year, for time off. This is a part time (10 -15 hour a week position). No additional benefits are offered.