

**BALDWIN COMMUNITY UNITED METHODIST CHURCH**  
**JOB DESCRIPTION**

**TITLE:** Tech and Media Coordinator

**QUALIFICATIONS:**

- Demonstrate strength and maturity in his/her Christian faith and be willing and able to lead an exemplary Christian life
- Share and support the Christian vision, mission and values of BCUMC
- Bachelor's degree preferred, in computer science or related field
- Strong skills in project management, multi-tasking, and critical thinking
- Attention to detail and ability to problem solve
- Familiarity with traditional and contemporary Christian worship
- The employer may determine such alternatives to the above qualifications as may be required for the specific job vacancy
- Obtain and Submit a physical examination as may be required
- Attend staff meeting as agreed upon by Senior Pastor

**REPORTS TO:** Senior Pastor

**PERFORMANCE RESPONSIBILITIES:**

COMMUNICATION

- Post upcoming events and activities to church website
- Create announcement slides for worship services with information about upcoming events and activities

TECH SUPPORT

- Train staff members to use their computers, equipment, and software
- Troubleshoot when possible
- Serve as administrator for server including Elexio, distribution lists, Q and Z drives, new employee email setup, etc.
- Order and set up new equipment

WORSHIP MEDIA

- Implement media in 9:30am and 11:00am worship including videos to enhance sermon, lyric backgrounds, announcement slides, backgrounds, etc.
- Set up lighting, sound, media for worship services
- Coordinate volunteers for media team to operate computer and sound board
- For 8:00 service set up sound system, turn on wireless system, turn lights on, turn on narthex TV
- Prepare and run media occasionally for 8:00am and Saturday 5:30pm services
- Change sound board and lighting for 11:00am service

- Edit recording of sermon and post to church website

**OTHER**

- Maintain audio/visual equipment throughout church and train staff and volunteers to use
- Other duties as assigned

**TERMS OF EMPLOYMENT:**

This is a part-time (12 hours/week), exempt position. Work year, workdays, salary and benefits are established in accordance with the provisions of the current BCUMC Lay Personnel Policy Manual as approved by the Staff-Parish Relations Committee.

**TO APPLY:**

Email resume and cover letter to:

Hiring-TechAndMediaCoordinator@baldwincommunityumc.com