**CENTRAL UNITED METHODIST CHURCH**

**Sound and Media Ministry Coordinator Job Description**

**Updated November 2021**

The principal function of the church's Sound and Media Ministry Coordinator is to enhance the worship of Central UMC by providing the congregation with technical audio and video oversight during the [course](http://www.ehow.com/facts_6106809_church-sound-media-job-description.html) of the weekly worship service, in addition to [weddings](http://www.ehow.com/weddings/), funerals, and other church activities. Another function of this position is to help oversee Sunday morning volunteers and tasks, to enable the pastor to focus elsewhere on Sunday mornings.

**Regular Duties Include:**

* Run sound board/video for worship weekly.
* Work with all church musicians, including soloists, small groups, and choir, regarding their sound needs.
* Manage online worship presence, including livestream.
* Train others in church to assist with tech needs during worship.
* Coordinate Sunday morning volunteers and communicate with them on Sunday mornings.
* Insure flowers are placed on the altar by 10 a.m. on Sunday morning.

**Occasional Duties:**

* Maintain all sound/video sanctuary equipment and inform pastor or staff of needed repairs/upgrades for audio, visual, and computer.
* Provide sound/video for weddings and funerals, depending on availability. If unavailable, assist in identifying replacement.

**Supervision Responsibilities:**

* Train and supervise volunteers to assist with tech during worship.

**Qualifications, Skills and Gifts:**

* Must have experience in running a soundboard, and church worship soundboard experience is preferred.
* Must be able to work with ProPresenter, PowerPoint, and other relevant software programs.
* Must work well with other people, including volunteers, musicians, and office staff.
* Exhibits creativity and an awareness of current trends in church worship.
* Understands this work to be a ministry of the church, as an outgrowth of their own personal faith life.

**Lines of Accountability:**

The Sound and Media Ministry Coordinator will report to the Pastor for the purpose of work evaluation and review.

**Hours and Compensation:**

This part-time position requires an average of 10-15 hours/week at a rate of $18/hour.