

BETHEL INTERNATIONAL UNITED METHODIST CHURCH
POSITION DESCRIPTION
MEDIA COORDINATOR

This part-time person will develop and support a ministry team to meet the audio-visual needs of passionate worship, special services (i.e., weddings and funerals), and special events (i.e., Upward and VBS) that keep the church engaged with the community and in mission with the world. The full and coordinated expression of media sources will excite and promote the life of the church within and outside the body. All of this will be done under the supervision of both the Senior and Associate Pastors, and in sync with a developing Worship Design Team and those involved in Communications and Publicity.

RESPONSIBILITIES

- Effectively use edited film and video clips, PowerPoint, and recorded music to enhance the overall worship experience.
- When operational, coordinate the Sunday services on-line capabilities to reach those unable to be in attendance and a world who may be tuning in.
- See that the three worship services and requested special events are covered and recorded, and that DVD production and duplication can take place.
- Continue the promotion of a stimulating web site that is often the first look of potential attenders and the regular look of those from within.
- Working closely with the church office, coordinate the use of video screen announcements on Sundays (and in the future, throughout the week).
- Facilitate the AV needs of Sunday school classes, Children's Church, and other classroom users.
- Utilizing print, graphic design and photographic people, coordinate the use of display posters and other forms of advertisements both inside the church and outside its walls in areas like social networking.

PERSONAL QUALIFICATIONS

- An evident, living faith with a desire to creatively share the Good News of Jesus Christ, utilizing modern technology.
- Knowledge of and experience with video equipment and the ability to create and edit a video presentation.
- Knowledge of and experience with personal computers (PC's), including the ability to create and edit Microsoft Office PowerPoint presentations.
- Familiarity with computer networks, including wireless (WiFi) networks.
- The experience and/or aptitude to guide the use of sound boards and worship space cameras and lighting.
- The ability to organize and lead a media team, including the recruiting of volunteers, scheduling of responsibilities, and assuring adequate resources for effective worship services and special events.

EXPECTATIONS & COMPENSATION

- Part-time hours developed under the direction of the Pastors and a HR Team.
- A salary negotiated through the HR Team (may receive additional compensation from special events like weddings and funerals).