



Mount Calvary Lutheran Church & Christian Preschool – Childcare

908 West Oak Street, Greenville, Michigan 48838

Pastor Jeff Wilhelm

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Updated: March 5, 2019

Position Title: Audio Visual Technician

Reports to: Pastor

Position Status: Part-time Employee; avg. 5 hrs/wk (varies with scheduled events)

Membership Status: This position requires membership at Mount Calvary LCMS, Greenville

Position Summary: Enhance and promote the ministry of Mount Calvary through the use of audio/visual equipment, as well as production and distribution of ministry resources

Compensation: Commensurate with skills and experience

General Qualifications:

- Knowledge and skills to serve in audio-visual and worship ministry – work with staff, volunteers, and ministry teams to enhance and promote the mission of the congregation
- A clear thinker and communicator, self-disciplined, professional conduct and appearance
- Ability to make changes, corrections, and solve problems quickly under pressure
- Energetic, creative, attentive to detail, and follows through on projects

Specific Responsibilities and Job Duties:

- Setup (install, as qualified) and maintain audio/visual equipment, such as microphones, sound speakers & mixing boards, video screens/monitors/projectors, recording equipment
- Setup (install, as qualified) and maintain audio/visual cables & wiring within the facility
- Inventory all audio/visual equipment and ensure storage areas are neat and orderly
- Produce, publish, and distribute audio/visual products and features (i.e. worship services)
- Manage and promote Mount Calvary social media presence (website, Facebook, YouTube, etc.)
- Help publicize & participate in ministry outreach activities (website, social media, etc.)
- Promote positive communication among staff, volunteers, congregation & community
- Recruit and ensure audio/visual volunteers are properly trained and adequately scheduled
- Maintain audio/visual library/records of recent worship activities and special events
- Stay abreast of emerging technology and trends, and provide work/cost proposals for audio/visual and website changes and upgrades

Experience, Education, and Skills

- High School Diploma (or currently working toward completion)
- 1+ years experience in working with audio visual equipment and editing software
- Experience with web design, including WordPress (or aptitude to learn WordPress)
- Proficient working with Microsoft Office, as well as other visual and audio editing software in Windows and Mac Operating Systems

General Expectations for ALL Church Employees:

- A personal relationship with Jesus Christ and demonstrated Christian life – servant attitude towards God, leaders, other team members, the church, and guests
- A desire and ability to work as a team and cooperate with others to meet stated goals
- Be punctual and attend all required events and activities
- Follow directions and leadership of supervisor, Pastor
- Communicate clearly, openly and honestly with supervisor and staff about needs, problems, and ideas for improvement
- Resolve problems in a resourceful, Christ-like manner
- Abide by all policies of Mount Calvary Lutheran Church & Christian Preschool-Childcare, and guidelines as described in the Constitution and Bylaws
- Criminal background check clearance