

Position Grade: Exempt

POSITION TITLE: Worship and Media Associate

REPORTS TO: Worship Minister

EMPLOYEE NAME:

EMPLOYEE SIGNATURE:

DEPARTMENT: Worship Ministry/OMPC

APPROVALS (Initials)

By:  
Date:

### I. Position Summary

Assist in daily operations of the Worship Ministry and Creative Team, including creative, technical and musical contribution and administrative duties

### II. Position Requirements

#### **Knowledge:**

- Musical/Technical/Creative skill and ability.
- Coordination of and management of volunteer database.
- Prior ministry work environment preferred

#### **Skills:**

- Technically (audio/visual) and creatively minded (Adobe Creative Suite experience preferred)
- MAC computer proficiency.
- High-energy; dynamic/charismatic personality
- Creative, organized and multi-tasker, and able to work independently in time-sensitive, deadline intensive environment
- Excellent inter-personal skills, good communicator, friendly
- Attention to detail and accuracy
- Excellent writing skills

#### **Education/Background:**

- Bachelor's in music, creative arts, or OTJ equivalent training.

### III. Management Responsibilities

- Reports to Worship Minister and/or his designate subject to specific duties
- Is a member of the OMPC Creative Team

**IV. Position Responsibilities**

Major Responsibilities	% Of Time
<p><b>1. Volunteers</b> - Recruit and train technical volunteers for sound, slides and streaming cameras. Maintain volunteer database for worship ministry including choir, praise teams, tech teams, bands, children’s choir, youth choir. Schedule and coordinate volunteer roles and responsibilities</p>	<b>10</b>
<p><b>2. Production</b> - Coordinate with Worship Minister and Technical Director for supervision, leadership and contribution in Sunday morning worship set or in production booth including arrangements, instrumentation</p>	<b>30</b>
<p><b>3. Musical</b> - Assist in arrangements and musical direction, coordinate volunteers, support services and functions for worship choir during rehearsals, dress rehearsals and Sunday mornings (when choir leads).</p>	<b>30</b>
<p><b>4. Media</b> - Edit video and audio from previous week’s Sunday service. Create motion graphics, gradients, lower thirds, as needed for OMPC video production. Maintain MP3 databases for sermons and other service audio. Maintain service video database. Participate in and contribute as a member of the OMPC Creative Team.</p>	<b>20</b>
<p><b>4. Administrative</b> - Maintain schedule for worship volunteers, baptisms, service elements. Provide communications from worship ministry to pastoral staff, worship volunteers, other church staff on weekly basis. Prepare check requests as needed. Provide production support for weekly worship service including finalizing worship orders with all service details, worship presentation software, sermon CDs. Coordinate all logistic details for special practices, seasonal needs. Maintain OMPC Worship planning sheet. Assist Children’s Choir Director by coordinating volunteers and musical needs for kids choir, youth choir.</p>	<b>10</b>
<p>Other duties as assigned</p>	<b>Ongoing</b>