

Media Ministry & Communications Coordinator

The following job description is for a part time media ministry coordinator at Neill's Creek Baptist Church.

Visual:

- *Regularly meet with the A/V team and Senior Pastor for consultation regarding long term visioning needs and ways to enhance the A/V ministry of NCBC. Prepare a periodic (weekly/monthly) workplan that the A/V team can review and provide input on.
- *Attend the monthly church staff meeting for planning and consultation with the ministerial staff.
- *Develop and maintain a ProPresenter graphics template/library that includes a standard formal presentation for routine worship services and seasonal templates designed for special events/seasons of the year. This includes standardizing hymn lyrics to match the templates and the livestream.
- *Prepare slides in Pro Presenter for hymn lyrics, sermon slides, and other presentations for the Sunday worship service.
- *Ensure all cameras are on, functioning properly, and properly placed and white balanced in preparation for the worship service.
- *Create content (film, edit, and prepare) for specific emphases (such as video announcements, sermon series promos, social media short form videos/sermon clips, ministry highlight videos, etc.)
- *Research and implement advancements in ProPresenter setup to add hymn lyrics to the livestream and develop a separate presentation for the balcony monitor that provides additional benefits for the Pastor and/or choir.
- *Create QR codes as needed for use with church sign ups, giving, etc.
- *Work with A/V team members in developing an annual A/V budget request.
- *Perform regular software updates and maintenance of PC's and mobile devices that are used by the A/V team during the week.
- *Work with the A/V team to repurpose or to surplus/dispose of old or unused equipment.

*Review the church's CCLI licensing and make recommendations for any upgrades based on our current menu of uses/publications. Ensure that CCLI licensing is up to date.

Audio:

- *Ensure all microphones have fresh batteries and that appropriate microphone needs for the service have been accommodated.
- *Be available and responsible for running audio at special events such as wedding rehearsals, weddings, funerals, concerts, Little River Baptist Association events (both in the sanctuary and the Family Life Center).
- *Be available, as needed, for special audio needs for Wednesday choir rehearsal, cantata rehearsals, or other special musical rehearsals.
- *Assist with A/V needs during Vacation Bible School.

Communications:

- *Help set up and maintain google calendars for the church office and FLC events in coordination with the church administrative assistant.
- *Assist the church Administrative Assistant in the most effective means of communication and updates to the congregation.

Website:

- *Assist with website review and periodic updates in coordination with our website maintenance contract with Parable Media.
- *Work with Parable Media, the Senior Pastor, and A/V team to determine the most appropriate mobile presentation for the church. (This could include a church app, better mobile presentation of the church website, or a combination of both depending on specific needs.)
- *Work with the A/V team to strategize ways to increase traffic to the website and NCBC YouTube channel.

Facilities Use Coordinator:

*Serve as coordinator for all uses of the Family Life Center.

-In coordination with the facilities use committee, consider all applications for use.

-In coordination with the church administrative assistant, ensure that there are no conflicts of scheduled events and appropriate time is allowed between events scheduled on the same day.

-Communicate with applicants requesting use of the facility (both church members and non-church/community members). Clearly communicate all policies for use and expectations of those who use our facilities.

-Ensure that all policies and expectations for use are met following a rental of the facilities.

-Coordinate unlocking/locking schedule of church facilities for all special uses/rentals of the facilities. Set heat/cool as needed and be responsible for any special A/V needs at these events.

Terms of Employment:

Part time employees of Neill's Creek Baptist Church are allowed two non-consecutive Sundays for vacation and two non-consecutive Sundays as sick days, for a total of 4 Sundays off during a calendar year.

Salary Range:

20hrs per week, \$17-\$20 per hour (Salary Range \$16,230-\$19,200 depending on qualifications & experience).