

NARBERTH PRESBYTERIAN CHURCH
205 Grayling Ave.
Narberth, PA 19072

Position Description

TITLE

Worship Technology Coordinator

PURPOSE OF POSITION

To oversee and coordinate the operations of the sound, recording and projection technology that support the worship and other ministry activity in the church sanctuary – including regular Sunday services, concerts, weddings, memorial services and other special events.

ACCOUNTABILITY

The Worship Technology Coordinator (WTC) reports to and receives regular work assignments from the Director of Music Ministries (DMM) and is accountable to the Board of Elders (Session).

WORKING RELATIONSHIPS

The WTC works in a cooperative and collegial way with all music staff, pastoral staff and ministry staff to maintain the sound, recording and projection capabilities for effective worship and ministry activities. He/she also provides guest musicians and speakers with technical assistance and guidance relating to their sound and projection needs. The WTC directly oversees the work of sound and projection volunteers.

RESPONSIBILITIES

- Oversee the sanctuary sound, recording and projection technology operations.
- Recruit, train and schedule the volunteers to run sound, recording and projection for Sunday worship services and other services (Easter, Christmas, weddings, funerals, etc.), ensure that sermon CD's are duplicated and that the appropriate electronic file of the sermon is uploaded to the website.
- On Sunday mornings, ensure that assigned sound and projection volunteers are in place, take his/her assigned turn as the sound person. Generally oversee technical operations.
- Facilitate the weekly preparation of projection "slides" for Sunday Services.
- Manage the care, maintenance and purchase of the sanctuary sound, recording and projection equipment.
- Collaborate with and assist worship band, choirs, musicians, pastors and other service participants who have sound and projection needs.
- As needed/requested, attend (or schedule a sound team member to attend) choir, worship band, wedding rehearsals to coordinate sound and/or CD accompaniment requirements.

EVALUATION

The DMM will meet annually with the WTC to review his or her work performance and a written appraisal of this review will be submitted to the Personnel Committee of Session and filed in the employee's personnel file.

QUALIFICATIONS

Candidates will exhibit the following personal characteristics:

- A confessed commitment to the Christian life and Church.
- A personal acknowledgement of and support of the NPC Core Values.
- The ability to work collegially with church leaders, staff, volunteers and members.
- A detail oriented and conscientious work ethic.
- Good management skills with proven team building and recruitment abilities.

The ideal candidate should have the following work experience:

- At least 5 years' experience managing sound and recording systems.
- Appropriate education, training and/or hands on experience with digital mixers, microphones, speakers and other related equipment.
- A good knowledge base on the technical equipment required for an effective sound system in a church setting.
- Successful experience coordinating and training teams to operate sound and projection systems.
- Experience with Media Shout or similar church presentation software.
- Ability to obtain and maintain satisfactory Pennsylvania and Federal child abuse clearances in alignment with NPC Children's Advocacy policy.

WORK SCHEDULE

The WTC's work will require an average of 10 hours per week – including approximately 3 hours on Sunday mornings. The balance of the hours are flexible for volunteer team scheduling, training, rehearsals and collaboration with staff on sound needs.

EMPLOYMENT STATUS

Part-time; Non-Exempt