



Director of Media and Technology .5 FTE

Objective: The Director of Media and Technology will promote Bethel's vision and values through online engagement, enhance Bethel's ministries through digital services and provide leadership in the production of worship services.

KEY RESPONSIBILITIES:

LEADERSHIP

- **Team Oriented Ministry:** Collaborate effectively with the Bethel Staff and Ministry leaders
 - Coordinate with Director of Worship Ministries and Pastoral Staff to produce quality worship services
 - Provide spiritual and operational leadership in designated ministry areas
 - Foster intergenerational service opportunities in the areas of media and technology
 - Serve with a staff team in decision-making, strategic planning, issue resolution, and short and long-term visioning; submit monthly ministry reports.
- **Volunteer Recruitment and Training:** Build and equip effective volunteer teams for executing quality media and technology ministry.
- **Finances:** Manage the budget for media and technology items, particularly in the areas of production for Sunday services and audio/video equipment for media ministry.

WORSHIP | Estimated 10 hours a week

- Oversee audio and video production for worship services which includes sound mixing, digital media, live streaming, video and lighting
- Assist with weekly setup; schedule and lead the production teams for Sunday Services
- Communicate effectively, providing training and feedback for the growth of the overall ministry
- Coordinate weekly with the Pastoral staff and Worship Director to support worship teams on Sunday services and other ministry events
- Assist in production roles regularly, modelling servant leadership
- Provide audio and video assistance for other ministry gatherings as needed
- Manage inventory and maintenance of AV equipment for worship;
 - Provide leadership and planning for future capital expenditures
- Coordinate with Facilities Committee to assist with IT needs at the church as needed

*Applications and inquiries about the position can be sent to hr@discoverbethel.com



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MEDIA MINISTRIES | Estimated 10 hours a week

- Oversee Bethel's online presence and related digital systems:
 - Connect with Bethel's online community through regular social media engagement
 - Develop a digital strategy for outreach through social media; implement strategy through curated digital content
 - Assist with website design and maintenance throughout the year
 - Provide support to ministries through graphic design and video production
 - Manage weekly sermon podcast along with other podcast initiatives
- Manage AV equipment inventory for media ministry; manage annual purchases

Qualifications:

- A love for God and the ministry of the church
- A mature Christian faith; Biblically and theologically knowledgeable
- Preferred post-secondary education for ministry, or a proven record of experience in ministry
- Well-versed in audio and video components for worship production (in-person and online)
- Strong computer skills and adept with digital systems including: Planning Center, ProPresenter, OBS, and Final Cut Pro
- Demonstrated expertise in media ministry; willingness to learn
- Able to recruit and equip volunteers and coordinate ministry through teams
- Must agree with the Statement of Faith and Creeds of the Christian Reformed Church and be willing to uphold the mission, vision, and values of Bethel Community Church
- Must be willing to become a member of Bethel Community Church
- Criminal Record Check and Intervention Records Check

Time Commitment: 20 hours per week

Spiritual Gifts: Service, Leadership, Administration

Passion For: Digital Ministry, Worship Production, Team Approach to Ministry

Accountable To: Reports directly to Lead Pastor