

Job Description
Technical Director
Family Christian Centre

Department: Media

Reports to: Lead Pastor

Job Status: Full-time

Effective Date: March 6th, 2023

Summary

The Technical Director at Family Christian Centre supports our vision by leading and overseeing technical production and AVL management to facilitate the production of ministry events and worship experiences.

Primary Job Responsibilities

- Direct and supervise all details associated with Production (audio, lighting, live streaming, projection, etc.) for all services and events,
 - Ensures all AVL systems are in proper working order for volunteer operation.
 - Assists in the preparation and execution of Sunday services, including programming lyrics and lighting
 - Serves as the point person for Sunday service(s) tech-related questions, problem-solving, or adjustments.
- Provide ongoing recruitment, scheduling, consultation, training, support, and vision casting for the following volunteer teams in association with the Creative Director:
 - Sound
 - Lyrics / Video
 - Lighting
 - Video Directors
 - Camera Operators
- Provide AVL and general IT support and direction for Family Christian Centre, Legacy Counselling Centre, and Wheaton Penney Childcare Centre
- Oversee new designs, installations, and maintenance requirements for AVL systems, including the development and execution of stages designs
- Work with departments to advise and provide production needs for events and programs.
- Update scheduling and review service plans, ensuring all production elements are noted and communicated clearly with necessary teams.
- Under direction of the Business Director and the Finance Committee develop expense budget for every project and/or new equipment.

Other Responsibilities

May include, but are not limited to, the following:

- Assist with filming and other projects as needed
- Complete other relevant duties as assigned by the Lead Pastor
- This position will include Sunday hours. Compensation time will be allowed to offset Sunday hours.

Competencies and Traits

In addition to the specific responsibilities required for this role, Family Christian Centre also seeks candidates that possess some general competencies and behavioral traits that enhance the effectiveness of our staff.

- **Management**
 - Effective in directing both resources and people (paid or unpaid) towards the accomplishment of goals
 - Maximizes personal effectiveness by focusing on “must-dos” tasks and delegating other priorities to others
 - Anticipates/avoids problems or formulates creative solutions
 - Makes timely decisions that produce quality outcomes
- **Leadership**
 - Develops both vision and strategy that focuses team energy on results
 - Maintains a working environment characterized by high levels of encouragement and trust
 - Drives team towards greater innovation and collaboration
 - Sets clear expectations and holds team members accountable for them
- **Communication**
 - Clearly conveys priorities and directives to staff being supervised
 - Uses written and verbal communication in a way that accomplishes intended results
 - Adheres to commitments, schedules, and deadlines
 - Regularly shares information with and solicits feedback from staff/volunteers
- **Pastoring/Shepherding**
 - Demonstrates Christlikeness and a commitment to personal spiritual growth
 - Leads staff and/or volunteers by serving and not by asserting control
 - Utilizes emotional intelligence, is emotionally available to those he/she leads
 - Invests in the development of staff or volunteers around him/her
- **Self-Development**
 - Prioritizes and accomplishes self-development goals
 - Demonstrates an ongoing commitment to obtaining the necessary KASH (knowledge, attitudes, skills, and habits) necessary to be successful in this role
 - Teachable spirit with a desire to learn and grow
 - Maintains appropriate gap between the current job description and the employee’s current abilities that allows for future growth

Qualifications

- A proven competency in all areas of live production (sound, lighting, video)
- Preferably 3 years' experience in a large church or similar production related environment
- Competent in troubleshooting
- Above average communication skills
- Above average leadership skills

Ministry Ethos

- The individual's faith and ministry are founded in a theology of the cross; grace-based and lived out as a faith-filled life. Living the Christ-life through the power of the Holy Spirit is to be their deepest desire.
- The individual is spiritually sustained by a consistent relationship with God through the practice of prayer, Bible Study, and fellowship with Christ's body – His church.
- The individual is emotionally sustained by living a disciplined life, which includes fostering intimate relationships with their spouse (if applicable), family, and fellow believers in the local church.
- The Individual is physically sustained by maintaining a proper diet, adequate recreation, and regular interludes of rest.
- The individual is comfortable working in a Pentecostal/Charismatic church environment.

General Employment Matters

- The position is a full-time salaried position. Starting salary is @ \$45/hr. per 40/hr. workweek.
- Relocation allowance negotiable.
- Personal insurance program.
- The individual will reimburse ministry expenses as approved by the Business/Facility Manager and/or the Lead Pastor and as outlined in various FCC policies.
- Holidays are to be governed by the FCC Leave Policy. Employee is entitled to 2 days per week clear of duties. Sunday is a required workday.
- Staff Schedule and Routine Policy governs work related schedules:
- Will engage in a formal annual evaluation of their ministry by the lead Pastor. The purpose of the evaluation is to strengthen their effectiveness in their ministry at the FCC and augment their contribution to the overall ministry team dynamic.