# King of Glory Lutheran Church

Audio/Visual and Social Media Coordinator

Part-Time Support Staff

King of Glory mission statement: *As God’s people, graced by differences, nurtured by the Holy Spirit, and gifted to grow, we invite and welcome all to grow in faith.*

The Audio/Visual and Social Media Coordinator is responsible for live-streaming worship, overseeing the volunteer sound team and keeping our social platforms up to date.

In light of the pandemic and our response to it, King of Glory will develop, implement, and maintain our newly expanded online worship offerings. We will create and record weekly worship content to deliver to members, guests, and friends. We will expand our social media presence on our website, Facebook, and other social media platforms. This keeps our electronic front door open to receive members and guests!

To apply for this position please email resume/cover letter to: Ruthann@aplace2grow.org

Position closes to applicants April 7.

REPORTS TO: The Senior Pastor

**EXPECTATIONS:**

1. Work with multiple teams concurrently: Worship, Staff, Sound (Volunteers)
2. Be a team player and have excellent communication skills (electronic and verbal)
3. Employ leadership skills to encourage and direct volunteers
4. Attend one staff meeting a month by phone or zoom if also employed elsewhere
5. 10 hours a week (3 hours weekend for two services / 7 hours during week for office work: communication with sound team, updating on-line presence)

QUALIFICATIONS:

1. Have training and background in all aspects of media equipment needed for job
2. Work on sound board (Allen & Heath Qu-24) installed by Clearwing Systems Integration. Have knowledge of music recording/editing programs: Band Lab, Acapella. Also power point and video projection.
3. Help King of Glory technology team choose the proper equipment needed as we build this ministry. (i.e. cameras, camera mounts, etc.)
4. Be trained in social media platforms with the ability to make posts, update website

RESPONSIBILITIES:

1. Until church gets high speed internet, record through video one worship service and upload to website
2. Initiate audio/video live-stream of two worship services each weekend. Worship is Saturday 5:30 pm, Sunday 8:30 am and 11:00 am. Those services to be determined.
3. Produce an MP3 audio copy of the sermon for weekly website publication
4. Prepare and produce any special media needs during worship (slide projection, videos, etc.) This will be done in conjunction with staff during the week.
5. Be available as needed to record or live-stream weddings and funerals. These are paid separately by family or funeral home and are outside of normal pay from King of Glory.
6. Coordinate the schedule of sound team volunteers for each service and their duties during each worship service.
7. Train AV/sound volunteers to cover duties when absent
8. Be available to work other special services during the Church year (Christmas Eve, Ash Wednesday, Maundy Thursday). Those dates will be available in advance.
9. Work with pastors and staff to update weekly all media platforms with current information: Facebook, kingofgloryloveland.com (run by Word Press)
10. Take initiative to monitor social media platforms and interface data to help KOG expand our on-line presence. This is our front door!

SPECIAL PHYSICAL REQUIREMENTS:

1. Lift and move equipment as needed – some of which could be up to 40 pounds

PAYMENT AND HOURS

Pay for this position is $25/hour with no benefits.

Weekend Worship: Work three Saturday/Sundays a month to stream two services. Three hours/weekend. (Volunteers cover the fourth weekend. If it is a five weekend month, Recording and Social Media Coordinator works four.)

In the event of sickness, vacation or any other pre-arranged absence, a qualified substitute will be arranged by you at least one week in advance giving information to the Worship and Music Minister. Trained volunteers could also substitute.

Weekly Office work: Ten hours a week for the social media portion of position.

ACCEPTANCE STATEMENT:

Is there anything that will keep you from performing these duties as outlined?

\_\_\_\_\_\_\_No \_\_\_\_\_\_\_Yes (If yes, please specify any limitations below)

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Signature Date

Employee will also submit information for a Background Check / sign: a Letter of Employment / Safe Haven Policies / At-Will Acknowledgement / all Payroll paperwork