



TECHNICAL DIRECTOR MINISTRY DESCRIPTION

(Updated 4-22)

JOB TITLE: Technical Director

REPORTS TO: The Technical Director will work in close collaboration with the Worship Director but will report directly to the Senior Minister/Executive Minister.

POSITION STATUS: Full time (exempt)

PURPOSE:

The Technical Director is responsible for designing, coordinating, and overseeing all campus technical operations (AVL) related. The Technical Director also provides technical and operational support to weekend services and special events including but not limited to weddings and funerals.

RESPONSIBILITIES

The Weekend Experience

- Support the vision of the Worship Director.
- Provide leadership and oversight to all system support (audio, video and lighting) for the weekend experience including the operation and maintenance of all equipment.
- Ensure that the programming of equipment is accomplished each week for worship and special events.
- Ensure all technical elements in the weekend flow are in place and that volunteers are fully engaged and communicated with.
- Provide and maintain a high level of excellence in all technical aspects of the weekend experience.

Team Development

- Recruit, train, develop and maintain a team of volunteers for service production, church events, and the occasional wedding and funeral.
- Provide basic training to other ministries' volunteers for recurring events (e.g. Children's Ministry, Student Ministry, small group meetings, etc.)
- Lead, inspire and manage your team of volunteers while developing their heart for ministry.
- Provide spiritual leadership and genuine care for the wellbeing of your team of volunteers.

Weekly Duties

- Regular communication for weekend service planning and review along with event planning when necessary.



- Attend weekly staff meetings, along with any other meetings designated by your supervisor or as needed to fulfill your job duties.
- Provide system maintenance for all AVL equipment in all venues on campus. This includes creating and monitoring a system for people to communicate technical issues that they are having.
- Oversee acquisition for AVL equipment in all venues on campus in collaboration with leadership in those areas.
- Oversee and be accountable for technical volunteers for weekend services and ensure roles are filled, including creating a volunteer schedule.

OTHER FOCUS AREAS

Communication

- Work in collaboration with the Communications Ministry to provide technical expertise in support of promotions, special events, and regular programming.

Staging

- Assist with developing and creating the occasional stage set for use during sermon series and special events.
- Assist in stage changes and occasional stage set change-outs.
- Provide assistance with system maintenance and development.

FCC Ministry Events

- Provide technical support to campus ministry events outside of the weekend services by utilizing volunteers. This includes but is not limited to weddings and funerals.
- Coordinate ministry event tech requests through the Planning Center database and collaborate with the Facilities Director for building use.

Outside/Non-Ministry Events

- Provide technical support to campus non-ministry events outside of the weekend services by utilizing volunteers.
- Coordinate non-ministry event tech requests through the Planning Center database and collaborate with the Facilities Director for building use.
- When the time spent preparing for “Outside/Non-Ministry” events exceeds the number of hours defined in this job description, the Technical Director may bill for additional work completed within the framework of FCC's rental/tech documents. This will apply to special events that are subject to rental agreements with designated income for the event.



Budget and Ministry Plans

- Oversee and execute the tech budget in coordination with the Worship Director.
- Craft an annual ministry plan for the tech ministry clearly communicating vision and ministry initiatives with coinciding budget allocations.
- Oversee equipment choice and purchase equipment collaboration with the Worship Director to ensure quality, functionality and integration. Provide recommendations for additional technical equipment needed to achieve technical goals.
- Collaborate with church staff members in a cohesive and open team environment giving special attention to cooperation with the Worship and Online Ministry.
- Perform other ministry tasks as assigned by the Executive or Senior Pastor.
- Regular and reliable attendance is required in performance of this job.

Personal

- Pursue a vibrant relationship with Jesus, providing an example of what it looks like to serve the Lord with your life.
- Pursue and participate in continuing education events and training opportunities.

Other Expectations

- We'd like our full time, salaried employees to work between 40-45 hours a week to set an example of service to our volunteers most of whom work 40 hours a week on top of their volunteer service.
- We ask all FCC employees to be models of biblical stewardship by willingly following the scriptural example of tithing 10% of their household income to their local church, FCC.
- For employees who are just beginning their ministry at FCC, we ask for a five year commitment to serving at FCC in the ministry area for which you are being hired.

I have read and received a copy of my ministry description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

Signature [Technical Director] _____
Date _____