



**TITLE: Production Coordinator**

**EACH MINISTRY OF THE CHURCH INCLUDES A COMMITMENT TO SIX CORE VALUES:**

- Preach Boldly;** proclaiming the truth of God. (Nehemiah 8:8)
- Worship Authentically;** celebrating the person of God passionately and completely. (John 4:24)
- Pray Dependently;** approaching the presence of God fervently and expectantly. (1 John 5:14)
- Witness Courageously;** sharing the gospel of God wisely and respectfully. (1 Peter 3:15)
- Gather Purposefully;** engaging the people of God transparently and hopefully. (Hebrews 10:19-25)
- Plant Strategically;** building the church of God locally and internationally. (Acts 14:21-23)

**POSITION OBJECTIVE:**

Help our church remain effective and contemporary in all areas of production and assist the Worship & Production Pastor.

**PERSONAL COMMITMENT TO THE VISION OF SUMMIT POINT CHURCH:**

Our expectation is that all employees will, along with their spouses and children, seek to model the vision of a complete disciple. We expect that all employees and their families will seek to:

- Worship Christ by consistently attending and engaging in our Impact Services;
- Walk with Christ by consistently engaging as a part of an age-appropriate Impact Group experience at Summit Point;
- Work for Christ by faithfully serving in the ministries of Summit Point as makes sense based on age and life situation;
- Witness of Christ by regularly being part of the outreach ministries of Summit Point, and by personally sharing their faith with others.
- Be a member of Summit Point Church or be willing to become a member as part of the hiring process.

**SPIRITUAL & CHARACTER QUALIFICATIONS:**

- Have a clear testimony of faith in Jesus Christ and a passionate, growing, personal relationship with Him.
- Have a history of moral purity.
- Be a self-starter with drive, passion, and initiative.
- Be teachable and willing to be held accountable.
- Be a team player with a positive attitude.
- Have the attitude of a minister. Be able to minister more than you need to be ministered to.

**PROFESSIONAL QUALIFICATIONS:**

- Have effective problem-solving and troubleshooting skills.
- Have excellent interpersonal communication and organizational skills.
- Have experience leading and organizing teams.
- Have great attention to detail.
- Preferred to have prior experience in a production environment utilizing digital audio consoles, industry-standard lighting software (GrandMA, Vista), and industry-standard presentation software (ProPresenter, Resolume).
- Preferred to have prior experience with production-related network transport protocols (Dante, ArtNet, NDI).
- Have enthusiasm for the doctrine, vision, core values, and ministry philosophy of Summit Point Church.

**POSITION DESCRIPTION:****Student & Kids Production:**

- Work closely with Worship, Student, and Kids staff to coordinate all production needs for Junior High (Wednesday PM), Senior High (Sunday PM), and Kids Ministries (Sunday AM, Wednesday PM), including weekly services and camps.
- Prepare all production elements (audio console setup, stage patching, lighting design, ProPresenter playlist, etc.) for Junior High, Senior High, and Kids Ministries.
- Serve as primary Production Team Leader (Engineer in Charge) for Junior High, Senior High, and Kids Ministries.
- Work with Worship & Production Pastor to recruit, onboard, schedule, train, and coach volunteer Production Teams for Student and Kids Ministries.
- Assist with maintenance, repairs, and upgrades of Production equipment.
- Work with Worship & Production Pastor to manage staging and lighting design throughout the church as directed.

**Worship & Production Staff:**

- Assist with other Production needs throughout the church as needed, including Impact Services (Sunday AM), Women's Ministry events, Men's Ministry events, Young Adults, Sixty Plus, etc.
- Assist other Worship & Production Staff with filming, editing, and delivery of video content as needed for church ministries.
- Partner with Production Staff for Production Team care, communication, and technical development.
- Meet regularly with Worship & Production staff for planning, monthly scheduling coordination, and collaboration.
- Participate in the creative planning team developing special services, service elements, and staging.
- Assist with other duties as assigned by the Worship & Production Pastor.

**SALARY & BENEFITS:**

- A competitive salary and benefits package commensurate with experience will be provided.
- This is a full-time salary position (40-45+ hours/week).
- Serious candidates should e-mail or send a cover letter and resumé to:

Attn: Steve McGinnis, Business Pastor  
Summit Point Church Peoria  
Production Coordinator  
401 Cimmeron Dr., East Peoria, IL 61611  
[smcginnis@summitpoint.org](mailto:smcginnis@summitpoint.org)