



FIRST METHODIST CHURCH

LOVE GOD ~ REACH PEOPLE ~ SERVE ALL

Job Title: Worship Production Coordinator

Date: March 27, 2025 Rev. 3.0

Purpose: Oversees all aspects of technically producing FMC's weekend worship services, special worship services and other events. They are directly responsible for recruiting, training, and maintaining audio/visual volunteers needed, as well as ensuring the function and repair of all technological equipment in a timely manner in collaboration with Pastor, Program Ministries Coordinator, Co-Music Leaders and Communications Director.

Key Essential Duties/ Responsibilities:

- Production management of Sunday services, special services, and other church events.
 - Facilitate communication during the week with pastoral team, production/tech team, worship teams, and Communications Director in preparation for services and special events.
 - Prepare the Worship Tech booth and equipment to ensure all is ready each week for services under the direction of FMC's Co-Music Leaders. Trouble shoot any concerns or issues.
 - Operate digital sound board to optimize the sound of musicians, worship leaders, Pastor, and congregation for in-person attendees in sanctuary/other spaces as well as livestreaming audience and digital archives.
 - Coordinate with Video Technician to produce a high-quality livestream via ECAMM to Facebook and YouTube.
 - Work with Pastor, Program Ministry Coordinator, Co-Music Leaders, Communications Director and worship committee on strategic planning, equipment purchasing, and equipment maintenance.
 - Create and maintain a schedule for tech volunteers and meet/communicate regularly (in-person, text, email, call) with the team to ensure elements of the services or events are ready.
 - Coordinate with worship leaders and Communications Director to prepare and edit Worship Tools Presenter slides each week and for special events, including utilizing Canva and ShiftWorship for visually compelling backgrounds and videos.
- Participate in worship leadership team meetings as able, and regularly check-in with Pastor, Communications Director, and Co-Music Leaders.
- Maintain Google spreadsheet of on online worship attendance via all channels and supply number to pastor as needed.
- Supervise additional part time staff on the tech team as the team expands over time; give quarterly reports to Pastor and SPRC.
- Collaborate with Property Coordinator and other leaders for AV setups needed for outside groups and special events throughout the building (i.e. Health Fair, Apple Festival, Scouts, First Light events, etc.)
- Participate in brainstorming/planning sessions and assist in implementing ideas for the following.

- Christmas, Easter, other special services, and church events
- Preaching Series Development
- Creative “accessories” to enhance both in-person and online worship experience.
- Development of Video Stories, Podcasts, vlogs, etc.

Requirements:

- Obtain and maintain Safe Sanctuary approval, criminal background checks every 3 years.
- Hold certification, or 2+ years of experience that demonstrates the skills needed for this position.
- Continuing Education to keep abreast of current trends in church ministry and production through reading, online courses, conferences, and networking with other ministry staff, volunteers, leaders at FMC and other churches/organizations.
- Demonstrates a high level of computer literacy—proficient in Apple products, Microsoft Office 365, Google Workplace Suite, audio/visual equipment and methodologies, Worship Tools Presenter (or other comparable presentation tool), livestreaming equipment and software, and social media.
- Willingness to learn new equipment software and methodologies.
- Two years’ experience in a related field.
- Experience and ability to lead a team and work collaboratively with senior staff and lay leaders.

Qualifications:

- Demonstrated passion for and commitment to personal faith in Jesus Christ.
- Has an ability to make decisions and initiate change.
- Demonstrates sensitivity toward church members, attenders, volunteers, ministry staff, parents, and children, along with an ability to interact effectively with them.
- Is a strategic thinker and a self-starter, who can meet everyday stress with emotional stability, objectivity and optimism.
- Has an ability to build, train, and manage an audio/visual team to include PT staff and volunteers.
- Is a detailed-oriented planner.
- Has ability to balance numerous demands/competing needs and find clarity.
- Sets annual goals that align with church vision.
- Is willing to attend and participate in the ministries of FMC to effectively carry out job responsibilities.

Work Environment: (office/telework)

Reports To: Lead Pastor

Full Time

Part Time

Hourly Rate \$20/hour (Annual \$15,600)

Work Schedule: 15 hours per week *(There can be flex in the week):*

Sunday: 7:30am-1pm (5.5 hrs.)

Thursday: 5-9pm (4 hrs.) (Contemporary & Trad Worship Team Rehearsal 7-8:30pm)

Weekly Worship Tools Presenter preparation (3 hrs.)

Flex Time with either off-site work, special events or other projects (2-4.5 hrs.)

Benefits: See Employee Handbook

Performance Evaluation: Job performance will be reviewed by the Lead Pastor and SPRC. The annual review will be conducted to clarify expectations, affirm accomplishments, set annual goals, and plan for ways to improve and strengthen job performance. Ongoing quarterly evaluation and feedback will be provided from the Communications Director, Co-Worship Music leaders, Lead Pastor, Program Ministries Coordinator and SPRC regarding quality of sound, online experience, slide accuracy, and volunteer team cohesion and effectiveness.

Approved by Staff Parish Relations

Date:	
Signature:	
Print Name:	
Title:	

2026 Mission Statement and Vision ~ FMC of Moorestown

Mission Statement: LOVE GOD ~ REACH PEOPLE ~ SERVE ALL

As a Spirit-filled faith community we:

- **LOVE GOD** through faith in our Lord and Savior Jesus Christ, loving our neighbor, personal and corporate prayer, practice of spiritual disciplines, weekly worship, and the study of Scripture.
- **REACH PEOPLE** by inviting and welcoming all God’s beautifully diverse people with radical hospitality: by working toward full inclusion of all as a Reconciling Community of Faith; by engaging in digital and in-person ministry initiatives, including a strategic focus on reaching families with children; and by creating intentional discipleship pathways that span all generations. In this way we invite, connect, equip, and unleash disciples of Jesus Christ.
- **SERVE ALL** through Holy Spirit-breathed passionate ministries, mission, and outreach to a hurting and needy world by using our God-given gifts and resources (people, facilities and finances) to transform lives, families and communities in the name of Jesus Christ.