

Media Team Leader Job description - 1-1-14

1. Recruit, train, and schedule all volunteers. (Minimum of 4 volunteers for each week) Post schedule on line.
2. Work directly under the supervision of the Pastor and/ or worship leader.
3. Create lyrics on pro presenter (provided in emailed setlist) prior to Weds night practice. Set up all other video and graphics for experience that week.
4. Communicate with Pastor on all work by phone and email. Especially before making any changes with placement of computers, furnishings, lights, switches, storage, etc. Communicate with each volunteer team member weekly.
5. Prepare 4 quick start guides to be posted online. Including pro presenter, sound board, light controls, and video switching / capturing. This must be a simple plan for all volunteers to follow.
6. Prepare annual budget for equipt, software, misc labor, etc.
7. Keep ongoing list for I.T. support. This should be performed throughout the work week and take a backseat to Sunday morning media presentation.
8. Turn in hours monthly by email and hours on each project. Be the first to arrive and the last to leave at Weds. rehearsal and Sunday mornings.
9. Edit videos throughout the week for testimonies, baptism, and other special events. Consult with Pastor before final rendering or public posting.
10. Keep a current written inventory of all gear and estimated value.

I.T. (information technology) Director - job description 1-1-14

1. Provide support (to all dept heads) on all computers, hardware, software installations, and updates at Anewchurch.TV. Call each dept. head weekly.
2. Keep written (dated) log of all work done including passwords, user names, log in info, serial #, program installation details, etc.
3. Write a back up / contingency plan for all system operations. Include “how to” guides for the server and other hardware.
4. Provide a written budget for possible future upgrades on software and hardware. Include web address, link and details for ordering exact products.
5. Post, update, and back up website and social media. Keep written records for all changes.
6. email the Pastor weekly with all required data.
7. Do NOT make changes or improvements without approval and documentation.
8. Turn in hours for work performed and list of projects completed each week by email.
9. Be Nice! This job is a support role, not a supervisory position.
10. Keep a current written inventory of all gear and estimated value.