



Student Ministries Production Team Leader Job Description

Reports To

Student Ministries SPD

Job Summary

Directs, provides leadership, and connects relationally to a team of volunteers to ensure the best possible large group experience in Student Ministry.

Skills & Knowledge

- Apple/Word Processing
- Experience in the area of Production

Key Attributes

- Above reproach - Has a mature, growing, vibrant relationship with Jesus Christ
- Ability to be organized, plan, and manage time, tasks, and teams effectively
- Yearning to learn and grow as a leader in the area of production
- Initiative
- Professionalism
- Resourcefulness
- Creativity
- Personal skills

Responsibilities

- Relationally connect with the production team volunteers.
- Schedules and coordinates with the production team weekly.
- Lead production team as producer on Sunday morning or as a visionary leader if another volunteer is in the producer role.
- Responsible for making sure lights are programmed each week in advance of Sunday (Friday night or before).
- Responsible for making sure ProPresenter files are programmed each week in advance of Sunday (Friday night or before).
- Train others in the area of programming lighting.
- Pursue ways to grow the number of production volunteers.
- Direct Report (DR) once a month with the Student Ministries SPD.
- Put together strategies for ways to grow the excellence of the production team and the production environment.
- Work in conjunction with the Student Ministries SPD Director to create the best possible first time student experience each Sunday.

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Job Description

Pay

- Volunteer

Vacation

- The following holidays:
 - New Year's Day
 - Easter
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day & Friday after
 - Christmas Eve
 - Christmas Day
 - Additional holidays at the discretion of the Lead Pastor

Hours

- Part Time: 6-10 hrs/wk
- Sunday hours: Necessary