

Walloon Lake Community Church Job Description

Effective Date:

Job Title: Walloon Lake Community Church Part Time Technical Director

Job Summary	
<p>The Technical Director is responsible to ensure all technical aspects of the service plan are executed at Walloon Lake Community Church. They will provide vision and Godly leadership to the worship programs and will work in cooperation with the pastoral and volunteer church staff to support the mission and values of WLCC. They will work under the direct supervision of the Campus Pastor and remain under the oversight of the WLCC Administrative Pastor and Church Board. The Technical Director's ultimate goal is to ensure that worship services and events of the church utilize technology efficiently, effectively, and strategically in order to enhance the experience of those attending.</p>	

Job Duties	
Program planning	<p>In cooperation with the WLCC Worship Pastor:</p> <ul style="list-style-type: none">• Knowledge of audio routing, mixing and instrument functions.• Troubleshoot technical issues and plan a course of action.• Oversight and vision of lighting/backdrops.• Prepare music tracks for rehearsals.• Assist with adding new songs as needed.• Live Stream of services to online platforms.• ProPresenter presentations and functions.• Utilize the time allotted efficiently.• Coordinate the recruiting and training of audio/visual volunteer teams.
Teamwork	<ul style="list-style-type: none">• Attend rehearsals.• Assist the Worship Director with developing events to assist in the growth of team unity and fellowship.• Develop an atmosphere of teamwork with all ministries in the church, as an extension of the ministry of WLCC.• Participate in WL Campus Leadership Team.• Help lead Sunday worship services in the absence of the Worship Director.• Assist the Worship Director with the planning and implementing for special events and services.• Coordinate sound and visual elements for special events. Etc. weddings and funerals.
Training	<ul style="list-style-type: none">• Training is to include practical, lead by example methods in keeping with vision and direction of WLCC.• Encourage Spiritual development and accountability among all members of the worship/outreach teams.• Evaluate members of the team giving encouragement and further training as needed.• Provide continuing education for team members, in cooperation with the WLCC Worship Pastor.
Resource Management	<ul style="list-style-type: none">• Assist the Worship Director in the oversight of all worship equipment.

Reviewed: 11/10/2022
Accepted: 11/10/2022

Communication	<ul style="list-style-type: none">• Maintain good communication with the music/drama teams, sound, video, and lighting personnel as well as general church members.• Communicate (in a timely manner) all schedule changes and special events to all persons effected.• Communicate electively with the Campus Pastor all plans and progress of the worship/outreach ministry.
Budget	<ul style="list-style-type: none">• Work with the Worship Director to develop and administer the music/worship program budget in cooperation with the Campus Pastor, and in keeping with the WLCC budget process.
Other	<ul style="list-style-type: none">• Attend & participate in church programs.• As a team member, assist the other staff and the church board on other activities as appropriate.• Other duties as assigned by the Campus Pastor.

Personal Requirements
Be a sincere, committed, Christian of good reputation who can subscribe fully to the mission and doctrinal statements of the church. Must have a close, intimate daily walk with Jesus. Must be a member of the church.
Must have the ability to manage people with good, positive outcomes. Must be very people oriented.
Meet the scriptural principles set forth for spiritual leaders in God's Word as delineated in the church constitution.
Have personal characteristics and qualities necessary for leadership in the successful carrying out of the functions and responsibilities of this position.
Be knowledgeable about present day music/drama, media resources and methods.
Enthusiastically support the mission and vision of WLCC.