

Heritage Presbyterian Church A/V and Technology Specialist

Objective: Provide on-location A/V support for worship, educational activities, and other ministry events of Heritage Presbyterian Church (HPC).

Responsibilities

- **Worship** – Work with church staff and A/V volunteers to provide excellent audio and video support for Sunday and special worship services, including: coordination of soundboard (Behringer X32 Digital Mixing Console), presenting worship slideshow on screens, and livestream (to YouTube using X-Split software). Work with Office Manager to coordinate production of weekly worship slides (Canva, PowerPoint), including visual aids and video components for worship.
- **Education and Meeting Needs** – Work with church staff and leaders to provide support for hybrid educational and meeting needs on Sunday morning and during the week, utilizing video conferencing software (i.e. Zoom and Microsoft Teams) and facilitating use of audio-visual equipment (i.e. Meeting Owl Pro). Some hosting, virtually or in-person, is required.
- **Congregational Events** – Work with church staff and leaders to provide audio-visual needs for church events, including coordination of volunteers and/or running of equipment.
- **A/V Equipment** – maintain all A/V equipment and make recommendations and arrangements for repairs or improvements with church leaders within budget allowances. Create and update user instructions for A/V equipment.
- **Volunteers** – Train volunteers from congregation to work in all aspects of A/V and Tech for worship and other needs. Coordinate volunteer schedule and supervise activity.

Accountability

This position reports to the Pastor as Head of Staff but is also expected to work closely with other church staff and congregational leaders and committees, particularly Worship and Nurture Committees. A performance review will be conducted annually for all staff by the Personnel Committee, who functions in the role of Human Relations for employee needs.

Job Requirements

- Expertise in audio-visual systems management and sound engineering.
- Experience and expertise in hybrid classroom and meeting set-up, both hardware and software (particularly Zoom Video Conferencing and Microsoft Teams).
- Reliability and consistency, with ability to manage multiple streams of work and volunteers.
- Understanding of order of worship and willingness to support the mission/vision of HPC.

Hours and Leave

This position is an hourly position with required hours on Sunday mornings, including holidays. A/V and Tech Specialist is expected to arrive and have equipment and systems ready at least 30

minutes prior to first scheduled activity and remain throughout the event, unless otherwise specified in advance.

Non-Sunday hours are required for special worship services throughout the year, including: Christmas Eve (at double hourly rate), Ash Wednesday, Maundy Thursday, and Good Friday.

Additional hours may be requested for mid-week meetings, special services (including funerals, memorial services, weddings) and other events, with the A/V and Technology Specialist having the “first right of refusal” for such engagements.

Unpaid leave will be granted for up to 3 Sundays annually with a minimum 2 weeks advance notice, using Request for Leave form, submitted to Pastor/Head of Staff or Chair of Personnel. Leave may not be granted for certain times, such as Easter or Christmas Eve.

Compensation: \$18/hour

Applicants should send an e-mail cover letter with relevant experience (resume and references may be requested) to Rev. Elizabeth Lovell Milford at pastor@heritagepres.com.