

Salem Church

WORSHIP TECHNOLOGY SUPPORT

JOB DESCRIPTION



SALEM VISION FRAME

Values: Biblical Truth, Extravagant Love, Selfless Service, Intentional Community, Future Generations

Mission: Living lives of love with God, in community and on mission.

Marks of a Disciple: Gospel Believer, Focused Follower, Peace Maker, Humble Guide

Strategy: CaveOTableORoad | GatherOConnectOInvest

PURPOSE

The purpose of Worship Technology Support is to help cultivate a relational disciple-making culture around Salem's mission and vision by providing a meaningful Sunday Worship Service through the use of worship technology.

TIME, REPORTING, COMPENSATION

The Worship Technology Support reports to the Worship Director and will be a part-time, 10 hours per week position. Compensation will be determined by the Board of Elders.

POSITION OPPORTUNITY | DESCRIPTION

At Salem, we long to be a place where people eagerly anticipate coming on Sundays to wholeheartedly to worship God. With that hope, this position will assist and collaborate with the Worship Director to serve our community by creating a Sunday experience that is engaging, meaningful, and without distraction.

The position will support the weekly Worship rehearsals [currently Thursdays] and Sunday morning worship [currently two morning services]. As such, there is a strong desire for this candidate to bring a relational, personal approach to the church, families, and the local community in worship.

REQUIREMENTS

- A born-again Christian.
- Integrity to uphold the values of the EFCA in agreement with the EFCA doctrinal statement along with the integrity of efficient utilization of the technology systems at Salem Church
- Knowledgeable in production equipment for sound, multimedia, video, lights, and livestream. Current systems used include Planning Center, Live Stream (Davinci editing, OBS, and Subsplash), Pro Presenter, Sound Boards (Allen and Heath) and Microsoft 365.

COMPETENCIES

- Organizational skills.
- Team building
- Relational Skills
- Supportive
- Learning agility in technology and program usage for efficient work completion.
- Problem solving
- Communication skills for effective communication both written and verbal.

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- Interpersonal Communication to collaborate with Staff, Volunteers, Congregation, and outside vendors.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Champion a meaningful Sunday worship experience along with the Worship Director
 - Monitors maintenance and operation of technical equipment.
 - Assists in training and equipping new volunteers. Leading sound, multimedia, and video volunteers.
 - Works with sound, multimedia, and video leaders to facilitate repairs or replacement.
 - Assists in audio and visual stage preparation for Thursday evening practices and Sunday morning rehearsal and services.
 - As directed by the Worship Director, ensure Sunday morning services are livestreamed and recorded, including editing, and uploading to the website.
 - When requested by the Worship Director, provide audio, visual and tech support for Salem unique events including weddings, funerals, and adult ministry needs.
 - Collaborate with Staff on worship experience technology needs within their ministry in use of effective, current technology, including training on any new worship technology products.
 - Support production of videos for Sunday mornings.
 - Collaborate on aspects of stage design that include technology like lighting design.
- Participate in any required meetings where the position has proper input.

WORK ENVIRONMENT & REQUIREMENTS

- Environment includes working inside temperature-controlled building.
- Environment outdoors during periodic church events - rare
- Equipment requirements: Computer and general office equipment
- Essential functions include sitting, standing, walking, climbing both up and down stairways and general lifting to aid in placing resources. The facility has a wide layout requiring movement to and from offices and general gathering places while on the property.
- Work requirements are on-site hours for days/hours to accommodate worship needs.

REVIEWED BY: Seth Dunham, Sr Pastor

DATE: 02/20/2024

Approved by: Seth Dunham, Sr Pastor

Date: 02/20/2024

Last updated by: Business Operations
Administrator

Date/Time: 06/17/2026