



POSITION DESCRIPTION

Technical Director & Worship Associate

Reports To: Worship Minister/Teaching Pastor
Category of Employment: Ministry, Full-Time
Payroll Status: Salary
Office Hours: Minimum 40 hours per week.

The mission of Victory Life Church is to live for the advantage of others.

Position Summary

The role of Technical Director & Worship Associate, in conjunction with the Teaching Pastor and Worship Minister, is to lead, develop, and maintain the Technical Ministries of the church while also assisting the Worship Minister to lead, develop, and maintain the Worship and Music Ministries of the church. This individual oversees volunteers for all Technical Ministries as well as College and Youth Worship Ministries and has artistic control over those ministries as it relates to song selection and stage design/lighting. As Technical Director, they ensure the worship environment is distraction-free and Christ-centered.

Expectations

1. A growing believer who consistently depends on Jesus Christ.
2. Sets appropriate boundaries to protect character and integrity.
3. Engages in regular and ongoing accountability relationships.
4. Recognizes that our work is important and deserves our very best.
5. A self-starter, able to initiate, implement, manage, and evaluate plans, actions, and events.

Core Competencies

Emotional Intelligence	People Management	Humility	Communication	Commitment	Problem-Solving
- Creates an atmosphere of joy that leads to high performance. - Quick recovery time when emotions are stirred up	- Identifies unique skills in others and empowers them to take responsibility for their ministry	- Models humility by seeking accountability through feedback loops	- Evaluates effectiveness of communication in ministry - Communicates new ideas through proper channels, in appropriately expanding circles	- Committed to living out, communicating, and holding others accountable to executing the long-term vision set by the Elders	- Provides solutions for current issues, and holds others accountable to implement those solutions - Also forecasts potential future problems, and creates solutions for those

Duties and Responsibilities

Environment Preparation:

- Take ownership of the physical worship space (stage setup, strike, and organization) as an act of service and preparation for the congregation.

Technical Stewardship:

- Use ProPresenter, Lightkey, AVL equipment, and Planning Center as ministry tools, ensuring creative assets (charts, lyrics, lighting, presentation, and sound design) support the team and attendees' ability to worship without distraction.

Proactive Problem Solving:

- Identify malfunctions in systems (lighting, sound, presentation software, occasionally WiFi/Printers). Quickly, carefully, and thoughtfully create solutions as problems arise

Video Recording and Post-Production:

- Record and edit weekly announcement videos utilizing a green screen.

Apprenticeship in Leadership:

- Serve as an apprentice to the Worship Minister and Teaching Pastor
- Participate in weekly creative planning and leadership debriefs

Musical Contribution:

- Actively lead the College and Youth Worship Band and rehearsals, focusing on musical excellence and team chemistry.
- Additional responsibilities include assisting the Worship Minister on Sundays as needed.

Team Shepherdng:

- Lead in scheduling and communicating with team members (Youth, College, Sunday, etc.), focusing on building and maintaining relationships, "pouring into" volunteers during the process.

Service Design & Liturgy:

- Take leadership on song selection, key selection, and worship flow in a comprehensive way that supports the theological message of the service you are leading.

This position description is not intended to be all-inclusive of every duty and responsibility required of this position, as additional duties may be assigned to ensure the ministry's success.

Qualifications

1. **Experience:** 2 years of Tech and/or Worship Ministry experience preferred.
2. **Education:** Degree/Certificate in AVL, or Music preferred. Experience can be substituted for a degree.
3. **Knowledge, skills, and gifts:** Ability to protect the confidentiality of information. Demonstrate good written and verbal communication skills and strong organizational skills. Possess a friendly attitude and have a strong heart for service. Ability to understand and manage the complexities of an extensive multi-service ministry and the diversity of such an organization while demonstrating the ability to establish and maintain good interpersonal relationships with the body and church staff. Computer knowledge, experience, and proficiency with standard office applications, Planning Center, and Google Drive.
4. **Physical Demands:** May be required to lift, pull, bend, carry, and push as needed and appropriate for ministry activities and events.

Performance and Evaluation

Success in the position will be measured by the approved evaluation process established by the Worship Minister and Teaching Pastor. Performance will be evaluated in relevant areas, including but not limited to: completion of ministry goals and individual tactics, communication, teamwork, leadership, creativity, responsibility, self-motivation, attitude, and growth potential.