

CROSS & FLAME MINISTRIES
Technical Multimedia Worship Specialist / primary Job Site: Murphysboro
Job Description

GENERAL DUTIES AND RESPONSIBILITIES

Under the supervision of Senior Pastor in conjunction Staff Parish Relations Committees and Worship Planning Team, the TECHNICAL MULTIMEDIA WORSHIP SPECIALIST will provide multimedia management, production, and volunteer oversight for the Contemporary, Traditional and any other services requested by the Pastor at the Murphysboro site, as outlined below:

Job Title: Technical Multimedia Worship Specialist

- 1. Maintain a personal relationship with God and diligently develop his/her spiritual gift of leadership.**
 - a. Allocate time daily to maintain a personal relationship to God
 - b. Model mature Christian behavior consistently
 - c. Be an active member of the Christian faith

Job Purpose: (PT/15hrs. per week)

Provide leadership in all areas of multimedia development and implementation for worship & outreach to the immediate community. Work with MUMC worship teams to ensure the overall theme and related elements flow perfectly throughout the service.

Range of authority:

Coordinate with all teams within the MUMC Campus scope including but not limited to the Hospitality Team, Worship Planning Team, Audio & lighting Team and Multimedia Volunteer Team and any other team not herein listed as directed.

Accountable to: Sr. Pastor, SPRC Committee

Responsibilities:

- Perform all responsibilities using a maximum of **10 hours per week, 52 weeks per year**
- Develop weekly mission & service video: Less than 3 PowerPoint announcements
- Recruit teens & others to run multimedia table and to develop weekly mission videos
- Taping and backup of worship service weekly for online upload to FB & website
- Maintain online presence through FB, Snap Chat, MUMC web page, etc.
- Coordinate worship service with other creative service teams
- Manage and maintain audio/visual equipment
- Manage Worship Extreme software & train alternates
- Responsible for multi-media table set up & maintenance
- Work closely with Men's ministry to maintain security cameras in youth rooms
- Create sermon series logos with topical information from the preaching team
- Assist pastor with the multi-media aspects of worship projects:
 - Scripture Reflection
 - Preaching with the Pastor

- Etc.

Monthly Meetings:

- Worship Planning meetings: 2 times per month/1hour each meeting
- Supervision Meeting: 1 per month/ 1hour meeting
 1. Debriefing & problem-solving w/ pastor, praise & worship leader and producer
 2. All meetings average out to **1 hour per week.**

Skill Requirements:

Knowledge in Microsoft Power Point, Word, Easy Worship and other media software such as Photoshop and/or Premier Elements. Hardware troubleshooting for capture/presentation hardware such as a camera or Projector. Facebook page administration, YouTube page administration, Live Streaming and Video Editing. Multitasking ability is a must. Able to coordinate with other team leaders & recruit members to assist with worship functions in your area.

Contact / Send Resume

Contact Pastor Marty McMichael:

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