

# **Bethany Lutheran Church Position Description**

## ***Virtual Church Director***

### **Summary**

This part-time non-exempt position shall serve Bethany by helping plan the weekly livestream worship services, orient the production crew to the plan, and direct the capture and broadcast of the service on Sunday morning.

### **1) Scope and Responsibility:**

1. Participate in weekly planning by the pastoral staff and Creative Arts Team for upcoming worship services.
2. Based on the planning, create a guide for camera angles and positions, lighting, and sound capture to guide the production of each worship service.
3. Orient the production crew and oversee set up, planning, and presets for each worship service.
4. Participate in analyzing and critiquing worship services with pastoral staff and the Creative Arts Team to facilitate ongoing quality control and improvement.
5. Help with producing content for exhibition in the sanctuary (large screen on front wall)
6. Provide ongoing instruction to production crew to enhance and add to their skill sets.
7. Participate as requested in planning sessions that involve continued improvement of the sanctuary space by acquisition and installation of additional production elements (e.g., lighting, sound equipment).

### **2) Reporting and Accountability:**

The Virtual Church Director reports to and is accountable to the Lead Pastor. The Lead Pastor is accountable to the Executive Council of the church, consisting of congregation members elected to positions as officers of the congregation and corporation.

### **3) Collaboration and Responsibility:**

Works in a cooperative team relationship with the pastoral staff, Worship Representatives of the Ministry Council, Creative Arts Team, AV Coordinator, Director of Music, and production crew members. Authority to direct the production of each worship service and guide production crew in doing so.

### **4) Qualifications:**

- B.S. / B.A. or more advanced degree (MFA), or appropriate certifications.
- Advanced knowledge of the equipment involved in producing livestream and live content.
- Skills required of an effective media director, including:

- **Active Listening:** Strong listening skills to understand what others are trying to convey in the production.
- **Verbal Communication:** The ability to orally convey information clearly and succinctly so people can understand what they need to do.
- **Interpersonal Skills:** In addition to having strong verbal communication and listening skills, must be able to collaborate effectively with a diverse production crew, including volunteers and technical specialists. Must possess the ability to negotiate with and persuade, as well as empathize and sympathize with crew members, creative arts personnel and pastoral staff.
- **Management:** Must be able to provide instruction, give useful feedback, and assume responsibility when things don't go well.
- **Critical Thinking:** Identifying and evaluating possible solutions to production challenges before choosing the best one.
- **Time Management:** The ability to complete the multitude of tasks for which a director is responsible and the flexibility to respond to unexpected changes during production.
- **Creativity:** To be able to bring an element of creativity to production elements that help to make the virtual worship experience powerful for the viewing congregation.

#### **5) Employment parameters**

The employment of the person in this position is in concert with rights and responsibilities, and policies and procedures outlined in the Employee Handbook of Bethany Lutheran Church, Cherry Hills Village, CO. Anticipated minimum compensation is \$18 per hour.

*Position Description update 03/10/2021*