



JOB DESCRIPTION FOR Media Outreach Technician a 5 hour per week position

Approved by Council June 11, 2024

PURPOSE: To work with audio/video recordings, processing, and equipment along with our website, social media, and to work with our volunteers in this growing area of outreach ministry.

RESPONSIBLE TO: Council

REPORTS TO: Pastor and works with Worship and Music Committee and Evangelism Committee.

PREFERRED QUALIFICATIONS:

- Experience in audio engineering, live video, social media platforms, A/V technology, and graphic design
- Experience with a variety of audio, video, media and lighting equipment
- Proficiency in audio/video editing software
- A team player with strong communication and leadership skills
- Problem solving abilities and adaptability
- Creativity and attention to details

DESIRED ABILITIES AND SKILLS

- Must have a heart for St. Matthews as well as support the vision of St. Matthews
- Knowledgeable with various computer-based broadcast mixing systems and video editing software
- Knowledge of social media and websites.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee audio and visual equipment for worship services
- Ensure the recording and/or broadcast of worship services as directed by leadership
- Provide oversight to all system support (audio, video and lighting) for worship including the operation and maintenance of all gear.
- Ensure all technical elements of worship are in place, details are communicated, and volunteers are fully engaged
- Run "Front of House" (FOH) or other positions when volunteers are not available to serve
- Capture/edit and prep content as defined by leadership to be included in desired broadcasts

EVANGELISM COMMITTEE / WORSHIP AND MUSIC COMMITTEE (From our Constitution)

There shall be an **Evangelism Committee**. This committee shall stimulate and lead all members of the congregation to live and proclaim the Good News of Jesus Christ in all walks of life. This committee will also encourage all members to invite others to participate in the life of the congregation and to be in a relationship with God. This committee can be combined with the Committee on Worship and Music as per bylaw C12.04.01.

There shall be a **Worship and Music Committee**. This committee shall oversee the Worship life of the congregation. This includes working with the pastor, the music director, and musicians to conduct worship service in accordance with the liturgies of the Evangelical Lutheran Church in America. This committee shall have oversight of musical instruments, worship equipment, hymnals, musical supplies, and other devotional materials. Working with the Altar Guild, this committee shall arrange for the care of the paraments, vestments, banners, flowers, candles, and communion supplies. This committee can be combined with the Committee on Evangelism.