

# CHRIST COVENANT CHURCH

## Job Description

### Title of Position

Media Director

### Job Category

Ministry

### Direct Supervisor

Various Staff

### 1. Synopsis of Role

The Media Director will function as a minister in a various range of ministry activities including Church Online, Tech Arts, Social Media, Graphics/Video, Youth Ministry & Kids Ministry. This is a paid, full-time position that will require 40+ hours a week.

### 2. Principal Responsibilities

- Attend various All Staff meetings with church staff
- Lead Church Online Ministry underneath the leadership of Worship Pastor including setting up services in Boxcast, serving consistently on Sunday mornings for church online, emailing attendance reports on Mondays and managing church videos on social media.
- Research, develop and implement a comprehensive plan for church online additions including new equipment, a robust volunteer team, church online hosts, etc.
- Design/edit graphics for church events, series and signage
- Edit and upload sermon videos on Youtube (English & Spanish)
- Take online audio trainings for general audio and soundboard training
- Edit and maintain all website and Elvanto forms each Monday (including online service countdown, putting in message icons and template each week & any other website related)
- Input all media into ProPresenter & set up light scenes on light board for weekly church services
- Help manage & update all social media accounts for Christ Covenant Church like Facebook and Instagram
- Consistently post new content and interact with users in a timely manner with comments, messages, etc.
- Oversee, manage & edit weekly video announcements with our hosts
- Video editing & recording for general church projects: bumper videos, promo videos, vision campaign videos, recap videos, etc.
- Any other responsibilities deemed necessary by Senior Pastor

### 3. Required Skills and Job Complexity

a) Unique Skills and Knowledge	<ul style="list-style-type: none"><li>▪ Basic tech arts skills</li><li>▪ Church online, ProPresenter, Elvanto, Wordpress</li><li>▪ Communication skills</li><li>▪ Highly self-motivated</li><li>▪ Creativity and flexibility</li><li>▪ Ability to work well as a team member</li></ul>
b) Problem Solving and Decision Making	<ul style="list-style-type: none"><li>▪ Solution-oriented</li><li>▪ Positive attitude and positive approach to problem solving</li></ul>
c) Relational Connections	<ul style="list-style-type: none"><li>▪ Senior Pastor, Tech Arts &amp; Worship Director, Church Staff, Elders, Volunteers, Congregation members</li></ul>

### 4. Key Performance Measurements

- Successful implementation and execution of Church Online Ministry
- Sufficient audio and soundboard training
- Maintains an eagerness and openness to learn
- Effective, timely & creative graphics, videos & video announcements
- Efficient management and creative input on social media accounts
- Weekly input of all media done efficiently and on time
- Works well with staff
- Supports all church-wide events and initiatives
- Attends all meetings and services