

# AUDIO/VISUAL MINISTRY FACILITATOR

## JOB DESCRIPTION

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Grace Evangelical Lutheran Church  
Boone, North Carolina

**Position Title:** Audio/Visual Ministry Facilitator

**Time:** Part-Time (averaging 10 hours per week)

**Contract:** Annual, renewable

**Status:** Contractor

**Rate of Pay:** \$10,250 Annually

**Reports to:** Senior Pastor

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**Position Purpose:** This position exists to sustain and develop the digital ministry of the congregation, particularly focused toward online worship.

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### **Primary Position Responsibilities:**

- Coordinate with the Senior Pastor to develop a plan for continuing and enhancing digital ministries.
  - Record content for online ministry, including weekly worship services, special announcements, etc.
  - Edit and publish weekly worship services to the YouTube Channel, coordinating with Senior Pastor and Office Administrator.
  - Manage the Audio system for in-person worship service and activities, training and utilizing volunteers when possible.
  - Be available to provide A/V Support for worship services and other gatherings as needed, including Live Streams for select events.
  - Maintain all audio and visual equipment, including a wishlist for future A/V needs.
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### **Grace Staff Core Competencies:**

- **Professional Skills:** Skilled in job-specific knowledge that is necessary to provide the appropriate quantity and quality of work in a timely and efficient manner.
  - **Accountability:** Demonstrates responsible personal and professional conduct, which contributes to the overall goals and mission of Grace Evangelical Lutheran Church.
  - **Relationships:** Interacts effectively with others to establish and maintain smooth working relationships and to ensure expectations are met.
  - **Communication:** Effectively communicates by actively listening and sharing relevant information with staff, congregation members, and others in order to contribute to the overall effectiveness of communication within the Grace community.
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Date

Steve Troisi, *Senior Pastor*

Date