

## Media Production Coordinator

**Team Member Name: TBD**

**Team Member Role: Media Production Coordinator**

**Team/Department Name: Production**

**Immediate Leader: Executive Pastor of Ministries**

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### **I. Purpose of this Role:**

- Execute the Lead Pastors' vision by capturing, producing, and distributing high-quality media content that supports Sunday services, discipleship, and online engagement.
- Responsible for creating and managing all video, photo, and church media for CONVO Church. This includes recording and sharing Sunday services, sermons, baptisms, announcements, and special projects with quality and consistency across all platforms. The role also supports the Creative Team to ensure smooth visuals during services and strong online engagement throughout the week.

### **II. Essential Functions and Responsibilities**

- Record Sunday sermon video and/or oversee a trained team member.
- Make sure sermon audio is properly recorded through the sound board.
- Work with the Creative Team Director and Pastoral Team to ensure smooth visuals during services.
- Schedule and oversee video and photo volunteers.
- Collect and process all audio and video after services for distribution on various platforms.
- Oversee taking photos before, during, and between services, including special events.
- Export and upload raw sermon audio as a blank video to SermonShot by Sunday evening.
- Set and carry out goals that support the church's vision.
- Communicate regularly with ministry and pastoral teams.

### **III. Essential Technical Skills and Software**

- Edit and process videos using Adobe Premier Pro or similar software
- Ability to create content for platforms such as Instagram Reels, YouTube Shorts and TikTok
- Create slides featuring weekly announcements for Sunday services, as outlined in the run sheet
- Proficient with Adobe Premier Pro, Adobe Photoshop, OpusClip, SermonShots or equivalent
- Moderate all Social Media and content Platforms with discernment and pastoral alignment
- Commitment to continuing education as to the best software and hardware for the task

### **IV. Other Privileges and Responsibilities:**

- Lead by example in tithing, generosity, and attending all worship experiences serving or attending
- Participate in all leadership gatherings, training, and CREWs as required for this role
- Always be assisting team members' next steps
- Collaborate with Pastoral Team about travel and/or vacation that would impact the team
- Do whatever it takes to help CONVO Church be successful

### **V. CONVO Staff possess and exhibit the following core values in their daily lives:**

- Shared loyal passion for CONVO's Values, Vision, Mission, and Doctrines
- Be faithful, available, invested, teachable, and spiritually hungry
- Dedication to continued personal spiritual growth & discipleship
- Selfless attitude about all they get to do and be a part of as a leader
- Commitment to excellence, protective of our church, & team-minded
- Attitude of a servant, enjoyable to be with, and devoted to the mission of the Church

I agree to serve as Media Production Coordinator and to do my best in this role. I will coordinate with the Pastoral Team about any travel or vacation that affects the team and will not miss more than four Sundays per year unless approved in advance. Employment is at-will, which means either I or the organization may end

employment at any time, with or without cause or notice. However, when possible, I will provide four weeks' notice before resigning as a courtesy.

**Coordinator's Signature:** \_\_\_\_\_ **Date:** \_\_/\_\_/\_\_

**Pastor's Signature:** \_\_\_\_\_ **Date:** \_\_/\_\_/\_\_