



## **JOB DESCRIPTION**

### **Minister of Media/Digital Communications**

**Position-** Full-time

**Reports to-** Pastor

Power of God Ministries is seeking a passionate, knowledgeable, versatile and creative Minister of Media/Digital Communications. The Minister of Media/Digital Communications will lead and cultivate a stellar media and production team. The Minister of Media/Digital Communications will lead our photography, audio and video teams. Primary responsibilities include overseeing media and technical aspects of worship services, producing and editing video, ensuring a stellar online worship broadcast, creating strong still and motion graphics for church communications, and managing updates on all digital media platforms.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

#### **GENERAL**

- Must establish and foster exemplary relationships with church staff, volunteers and members
- Model Power Of God Ministries (PoG) vision for discipleship through growing in faith, strengthening relationships with others, and serving the community
- Pray for Senior Pastor, ministerial and administrative staff and Church family
- Attend all worship services, church-wide special events and meetings as needed
- Perform other duties as assigned by the Director of Ministries

#### **PRODUCTION MANAGEMENT**

- Recruit, train and strengthen volunteers to establish a creative, contemporary and compelling multi-media ministry
- Develop new and innovative programming ideas for media
- Work with and support PoG Ministries on needs of multi-media services
- Serve and oversee the audio, visual and photography teams for all worship services
- Schedule broadcasts, productions and recording services
- Annually review and evaluate policies and procedures for operating audio and video equipment, including making necessary improvements
- Serve and oversee set-up of field production services; not to exclude lighting and audio



- Coordinate meetings with volunteers, editors, writers, etc. to build production time lines
- Plan and produce creative promotional announcements in partnership with other ministries of the church
- Respond to letters/emails from members and viewers related to AVL needs/requests
- Oversee stage lighting during worship services/events, including understanding light computer programming
- Shoot and edit video
- Produce and create still and motion graphics, message openers/bumpers for use during services as well as video media for special events and advertisement
- Monitor live streaming of video via web and social media for Sunday morning services and archive video for use online.
- Create engaging and creative stage designs using sets and dynamic lighting
- Monitor and maintain all audio/visual equipment; recommend upgrades and maintenance to maximize performance and utilization of the ministry resources
- Manage budget for all media needs, including presenting efficient ways to maximize spends
- Other duties as assigned

#### **DIGITAL COMMUNICATIONS**

- Manage updates to the church's website
- Manage messaging on the church's Website & Social media platforms (Facebook, Twitter, Instagram, LinkedIn, etc.)
- Create and work with vendors to provide graphics for publications and marketing

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR THIS POSITION**

- A degree in video production, graphic design, or related field is preferred.
- Applicants with appropriate experience that demonstrate necessary gifting will also be considered
- Adept in video editing, graphic design, and Adobe Suite
- Knowledge of technical stage lighting and light computer programs
- Knowledge of audio/sound equipment, including operation of sound board and microphones during live services
- Ability to troubleshoot problems in all technical areas during service, including video, audio or lighting issues
- Strong attentiveness and detail-oriented
- Leadership skills for directing team of volunteers
- Commitment and ability to work in and contribute to overall staff in team-based environment
- Operating skills – vMix, Adobe Premier Pro and other tools