

COMPASSION CHRISTIAN CHURCH JOB DESCRIPTION

Position Title	Department	Reports to
Production Project Coordinator	Worship Experiences (WE)	Director of Production
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	01.2026- cdb/HR

WHO WE ARE

We are guided by our fundamental values, our **CORE4**, which define our culture, but it's our mission that drives everything we do: to **LEAD OTHERS TO A LIFE-CHANGING RELATIONSHIP WITH JESUS**.

- Roof Wrecker (RW): Willing to go above and beyond to help others connect with Jesus.
- Game Changer (GC): Committed to doing whatever it takes to advance the Kingdom.
- Ephesians 4 (E4): Focused on raising others up to fulfill their potential and contribute.
- We Over Me (W/M): Prioritizing the good of the team over personal gain.

POSITION SUMMARY

The Production Project Coordinator is essential in helping to create inspiring environments and impactful worship experiences. This role ensures meticulous attention to detail and demonstrates a strong dedication to supporting teams in production and ministry efforts.

ESSENTIAL DUTIES & RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- **Inventory Management & Procurement (GC, E4):** Maintain an accurate inventory of production equipment while managing the procurement and distribution of production consumables (CO2, tape, batteries, etc.) to ensure all teams are well-equipped.
- **Facility Maintenance & Technical Support (RW, W/M):** Oversee the maintenance of production storage and work areas; perform minor equipment repairs, coordinate RMA repairs, and assist campus technicians with general repairs and installations to foster a culture of teamwork.
- **Logistics & Installation Management (GC, RW):** Manage shipping and receiving operations and lead major production installation projects while performing minor installations to enhance the worship experience.
- **Project Prioritization & Event Support (E4):** Work with the Production Systems Engineer to prioritize projects and tasks, ensuring support for Sunday services and events as needed, demonstrating a commitment to excellence.
- **Additional Duties (E4, W/M):** This job description is not all-inclusive. Additional responsibilities related to campus or community engagement and ministry support may be assigned as needed.

COMMITMENT TO CHRIST and CCC

- Demonstrates a personal relationship with Jesus Christ and actively engages in spiritual growth.
- Participates in regular accountability with a designated staff partner or approved individual.
- Adheres to the Mission, Vision, Core Values, Philosophy of Ministry, and Statement of Faith of CCC.
- Supports and upholds the policies and procedures outlined in the CCC Employee Handbook.

TEAMWORK and PROFESSIONALISM

- Embraces a collaborative team mindset and actively contributes to the objectives of the Vision & Strategy Team (VST).
- Maintains the highest standard of personal conduct and lifestyle, as outlined in the Team Assumptions.
- Demonstrates a commitment to excellence in all work, recognizing its significance.

MINIMUM QUALIFICATIONS

Education:

- High School Diploma required, but a Bachelor's degree from an accredited college or university is preferred. Consideration will be given to candidates with experience and demonstrated proficiency in production and procurement..

Experience:

- A minimum of one (1) year of experience in a production ministry or related technical field is preferred.

Knowledge, Skills, and Gifts:

- **Production Interest:** Basic understanding or experience in a production ministry or related environment, with a desire to learn and grow in creating impactful worship experiences.
- **Technical Familiarity:** Introductory knowledge of sound engineering, lighting design, and live video production. Willingness to learn and adapt to technical systems, with a basic understanding of equipment and signal flow.
- **Relational Skills:** Eager to recruit and engage volunteers, demonstrating strong interpersonal skills. Ability to build positive relationships and work collaboratively with diverse individuals across campus teams.
- **Organizational & Administrative Skills:** Basic organizational skills with a willingness to manage multiple tasks and projects. Strong problem-solving abilities and time management skills. Familiarity with Microsoft Office applications, including Word, Outlook, Excel, and PowerPoint is a plus.
- **Communication:** Strong commitment to effective verbal and written communication, with the ability to connect with individuals from various backgrounds while maintaining confidentiality.
- **Spiritual Character:** A passion for sharing Jesus and a commitment to integrity and Christ-like values. Ability to work harmoniously with different people, reflecting a dedication to serving others and contributing to the mission of the church.

EMPLOYEE ACKNOWLEDGEMENT: I understand and acknowledge that my employment with Compassion Christian Church is "at-will," meaning it can be terminated by either party at any time, with or without reason, and with or without notice. This job description, along with any other provided documents, does not constitute an employment contract or guarantee of continued employment.

I have read and understand the contents of this job description. I understand that it may be subject to change and does not alter my "at-will" employment status.

Reviewed with employee by

Signature: _____ Name (print): _____

Title: _____ Date: _____

Received and accepted by

Signature: _____ Name (print): _____

Title: _____ Date: _____