

FIRST REFORMED CHURCH, LYNDEN

Ministry Description

Position: Director of Technology

Reports to: Director of Church Operations & Care

Updated: October 2025

Measurable Criteria:

- As a member of FRC, it is assumed you are in agreement with the vision and values of FRC.
- Experience working with sound control, sound boards, balancing sound and some level of understanding of the technology of sound amplification and control. Degree or comparable experience in video and slide production.
- Experience working in a church setting producing and running slides during worship using ProPresenter software or Proclaim.
- Experience in using Planning Center to schedule volunteers for both AV and Worship
- Experience with Canva or InDesign with the ability to create in house art as needed.
- Experience in creating and executing a social media schedule for our worship, church activities, children's and youth needs.
- Ability to run and keep our website and app current
- Knowledge of computer, server, printer and any other tech needs that arise on campus.
- Experience working with others in a team setting.
- Proven ability to work with limited supervision.

Observable Qualifications:

- A personal walk evidenced by growth in modeling Jesus.
- Teachable, with a desire to grow in your faith and abilities.
- A self-starter – highly motivated.
- Strong verbal and written communication skills. Able to lead volunteers, with a forward thinking attitude.
- A pleasant demeanor when interacting with members and the ability to help train other sound technicians.
- Team player with effective relational skills (works well with others).

Hours and schedule:

- Hourly, based on approximately 32 hours per week.
- Available for worship team practice on Sunday mornings at 7:00am. Director would also be responsible for being on site Sundays, through the second service for any trouble shooting or volunteer needs.
- Available for Wednesday night education hour, classes, and activities.
- Available for Thursday morning women's Bible Study A/V needs.
- Available for special events on campus such as funerals, weddings, and other FRC weekly activities. Director of Media & Technology may qualify for an hourly stipend

for weddings and special events if set up and take down cannot be completed during normal work hours (example: Saturday wedding. Or able to schedule a volunteer who will receive payment if they are unavailable.

A. AREA OF RESPONSIBILITY: PREPPING SOUND FOR SUNDAYS

1. Access Planning Center to know the makeup of the band for the upcoming Sunday – and the needs of the instrumentalists and vocalists.
2. Get the stage ready for the worship teams for Sunday with all sound equipment needed including mics, stands, music stands and instruments in place, and checking all batteries.
3. Communicate with the person running sound for that upcoming Sunday – how the equipment is set up and anything they should know.
4. Prepare slides for Sunday's service to include announcements, new slides. Coordinate with lead pastor and Director of Church Operations & Care the Sunday service order and any details for Sunday.
5. Maintain electrical equipment and needs. This may include batteries, A/V cords, microphones, projector, and computers.
6. Oversee FRC Livestream on Facebook and FRC Website and FRC App.
7. Schedule all live stream services.

B. AREA OF RESPONSIBILITY: Connecting with Worship Leader (weekly) & Scheduling Worship team & AV Volunteers

1. Scheduling worship team & AV volunteers planning out 3 months in advance.
 2. Be in contact with the worship leaders to understand the vision of the leader for how the song will be led, and if any songs will be combined.
 3. Verify that slides reflect how the song will be presented.
- NOTE: Worship leaders will connect with the Video/Visual Team Lead, NOT the Director of Church Operations & Care for any slide changes

C. AREA OF RESPONSIBILITY: Oversee a team of 'AV volunteers' on Sunday's

1. Weekly oversee the service and AV volunteers and being there to support when things arise on campus or in booth.
2. Ongoing training of the team and empower them to handle troubleshooting as it arises.
3. Provide clear step-by-step processes and 'how-to guide' for volunteers to create slides including producing something 'last minute'.

D. AREA OF RESPONSIBILITY: MIDWEEK OR SPECIAL EVENT (Funeral, wedding, etc.)

1. Set up stage for funerals, weddings or special events outside of Sunday.
2. Be available coordinate volunteers to help run sound for midweek or weekend events - funerals, weddings, etc.

E. AREA OF RESPONSIBILITY: ASSIST AND TROUBLE SHOOT TECH ISSUES

1. Assist and troubleshoot various tech issues that arise with TVs, sound equipment, video components and lighting, in office printer, or any tech needs.
2. Be available to respond to calls from FRC to come and check on issues listed above that may arise.
3. Coordinate and oversee hardware/software upgrades related to video production, or any in office tech needs that arise.

4. Proactively check in with all ministry leaders to see if there updates needed or tech upgrades or needs for upcoming ministry events.
5. Report ongoing issues and questions, upgrades, fixes and developments in the areas of sound and AV tech to FRC's Director of Operations & Care.
6. Getting familiar with our people and giving database 'Push Pay', and be available to research questions that arise.

F. AREA OF RESPONSIBILITY: VIDEO & EDITING

1. Work alongside the staff to shoot videos, interviews, and any video content needed for worship services or ministry areas.
2. Edit and Produce video so that it can be used in various ways at FRC.
3. Download videos from services or special events from an SD card to One Drive.

G. AREA OF RESPONSIBILITY: SOCIAL MEDIA

1. Oversee all of our social media. Have a plan and strategy for posting, being present online, and how we can intentionally see these as ways to connect and reach out to the online community.
2. This would include Children's, Youth.

H. AREA OF RESPONSIBILITY: GRAPHICS

1. Create any graphics needed for branding/publicity.

I. AREA OF RESPONSIBILITY: WEBSITE & APP UPDATING

1. Create and maintain any updates and changes to the FRC website.
2. Be proactive as ministry season arises checking in with each ministry to see if changes to their pages are needed.
3. Keep the 'Staff and leadership' page on the church directory current

J. OTHER:

1. May be called on to assist the Director of Operations & Care & Custodian with some minor repairs throughout FRC buildings and campus.
2. As part of the ministry staff, attend staff functions designed to facilitate efficiency and comradery.
3. Be prepared to assist with other duties as assigned.

I have reviewed my job description with the Director of Church Operations & Care and I have had my duties clarified to my satisfaction.

Director of Technology

Date

Director of Operations & Care

Date