



Morning Star Community Church Job Description

Title: Production Director

Department: Support/Ministry Staff

Date: July 28th, 2020

Purpose / Position Overview

The Production Director supports Morning Star Community Church's (MSCC) mission and vision of "leading people to pursue a Jesus-first life." This position oversees all production aspects of our Sunday worship services, large events, and supports small to midsize gatherings. **If you are interested in the position or you have questions, please email Cooper Anderson at cooper@mstar.church. To officially apply please send a resume to Cooper.**

Spiritual/Character Requirements

- Affirmed and approved by MSCC's staff as a recognized leader of the church body
- Willingly submits to MSCC's leadership
- leads people to pursue a Jesus-first life
- Meets character/spiritual qualifications of a church leader
 - Above reproach (I Tim. 3:2; Titus 1:7)
 - Demonstrates godly character (Tim. 3:2-3, 8; Titus 1:6-8)
 - Knows how to lead and how to follow (Titus 1:6)
 - Ministers to his/her family and/or friends (I Tim. 3:4; Titus 1:6)
 - Good reputation with outsiders/non-believers (I Tim. 3:7)
 - Full of the spirit and wisdom (Acts 6:3)
 - Controls tongue (Eph 4:29)
 - Relationally pure (1 Cor 6:18)
 - Is teachable and hungry to grow in grace and wisdom (2 Pet 3:18)
 - Is one whom others respect and will follow (1 Cor 11:1)
 - Humility (Jas 4:6)
 - Team Player (Rom 15:5)
- Aligns with MSCC mission, core values, vision, and strategy
- Aligns with MSCC doctrinal statement

Qualifications & Competencies

- Humble team player, collaborative, gets along well with others.
- Able to lead, develop and recruit volunteer teams
- Proficient in live audio (digital consoles), lighting (DMX consoles), live video, and media presentation/projection (ProPresenter) supervision
- Ministry minded
- Train volunteers in core AVL competencies
- Flexible and servant-oriented
- Partner with other Morning Star ministries to accomplish the mission and vision of the church.

Primary Duties

- Fully participate as a ministry lead of MSCC
- Develop and oversee the production team in the following areas:
 - *Recruit, train, and equip volunteers to carry out audio, video and lighting production for worship services in person and online with excellence for Jesus*
 - Implementing Morning Star's vision, strategy, and culture
 - Oversee production including set up and tear down of Sunday worship services *both in person and online.*
 - Oversee setup and tear down of worship rehearsal
 - Assist Worship and Creative Arts Pastor with training and team building events for volunteer team members.
 - Manage & maintain production equipment
 - Help write and manage a production budget
 - Celebrate wins, communicate honestly about failures.
 - Oversee production for large church wide special events
- Pursue new and better ways to meet production needs (be innovative and forward thinking)

Secondary Duties

- Oversee stage redesigns on a biannual basis
- Fulfill any other responsibilities as needed or assigned by the Worship and Creative Arts Pastor.
- Provide support/resources for specific ministry activities and events.
- Assist with video and media needs

Education / Experience / Desired &/or required

- Training in AVL
- Ministry experience is preferred

Direct Report to

This person directly reports to the Worship and Creative Arts Pastor.

Terms of Employment

- Agree to abide by all policies and procedures as outlined in MSCC's employee policy manual.
- This position requires regular attendance at MSCC
- Part Time - 25 hours a week. \$15 an hour

Typical Schedule

Sunday Morning: 7:00am -1:00pm

Thursday evening rehearsals from 6-9pm

Monday-Thursday: flexible office hours: Schedule with direct report

All Staff Meetings: First Wednesday of the month 10:00am – 12:00pm

Thursdays: 6:00-9:00pm: Worship Rehearsal

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned or negotiated to meet the ongoing needs of the organization. From time to time this job description may be modified, changed, or added to.