

Saint Joseph United Methodist Church

Job Description

Title: Director of Technology

Directly Supervises: N/A

Effective: 12/1/22

Status: Part Time

4-6 hours weekly

\$20-\$25 hourly

FSLA: Non-Exempt

Reports to: Lead Pastor, in consultation with Associate Pastor

Job Summary:

The Director of Technology will oversee the livestream, audio, and visual capabilities of the worship services and ministry teams of both the Reed Road and Y Campus of St. Joe UMC.

Essential Job Functions:

- Empower present team members of tech teams and recruit new volunteers for tech team
- Monitor condition of computers, sound boards, speakers, etc.
- Monitor quality and growth of worship live streams for primary worship services and special services throughout the year as needed
- Would keep schedule of volunteers maintained
- Maintain connection and support of spiritual and social needs of tech team
- Responding to pastoral and lay leadership communication in a timely and professional manner

Minimum Qualifications:

- Facebook and social media access
- Previous experience in tech support for a worshipping community is preferred
- Basic understanding of contemporary computer technology, audio, and visual capabilities

Core Competencies:

Must Have Passion for Contextual Ministry: St. Joe UMC is a congregation present in two campuses, online, and in a variety of expressions of worship and service. Persons serving St. Joe UMC must have a deep understanding of and commitment to the vitality, vision, and health of both campuses and all contextual expressions of the mission of God for the sake of the Fort Wayne community.

Faith/Belief: Shows strong personal depth and Christian faith; demonstrates integrity by walking the talk, and by responding with constancy of purpose; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.

Integrity/Communication: Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.

Team Oriented: Demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agenda; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for his or her part in team failures.

Interpersonal Skills: Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

Written/Verbal Communication: Is able to write clearly and succinctly; employs correct grammar, punctuation and patterns of speech. Is able to verbally deliver a message clearly, articulately and with appropriate emotion in a variety of settings; demonstrates communication styles appropriate to the situation at hand; adjusts the message, without losing the essence of the message, depending upon the circumstance and the listener.

Program Management: Identifies the key objectives and scope of a proposed program; garners needed resources and program support, develops a realistic and thorough plan for achieving key objectives, keeps team members briefed on progress, implements action plans, communicates progress to sponsors, identifies and resolves barriers and problems.

Teambuilding: Blends people into teams when appropriate; leads the team successfully through difficulties and challenges, including conflict, diversity and inclusion issues within the team; creates strong morale and spirit in his/her team; shares wins and successes; defines success in terms of the whole team; creates a feeling of belonging and pride in the team.

Leadership Development: Starts from a place of learning and curiosity to develop themselves further as a leader and co-follower of Jesus Christ. Encourages others to discover and engage their giftedness and skills in service to the large community; calls out the best in others; supports others in the development of their skills and abilities; actively seeks to engage others more directly in the leadership life of the congregation; thinks strategically about the continual need for a next generation of leaders and works to build the leadership base.

Adaptability: Is not fixed or firm in plans and is willing to adapt to challenges and be challenged. The ability to demonstrate a willingness to transform within and for the sake of mission is an essential characteristic of the Wesleyan tradition.

Working Environment:

Work environment includes all locations within the church and those on church property. Position requires the incumbent to travel beyond church property to attend meetings, conferences, presentations, and seminars, as needed.

(Note: These statements are intended to describe the general nature and level of work involved for this job. It is not an exhaustive list of all responsibilities, duties and skills required of this job.)

_____ 12/3/2013 _____
Pastor of Spiritual Formation Date

_____ 12/3/2013 _____
Staff Parish Chairperson