



## JOB DESCRIPTION

**Position Title:** Weekend Producer

**Campus:** Glendale, All

**Reports To:** Worship Arts Pastor

**Status:** Part-time, Non-exempt, 11 hrs/wk

### **Position Summary:**

This team member will be the point person at an assigned campus to encourage and instruct teams in the execution of the weekend service. They will create a culture where everyone (teachers, campus pastors, presiders, worship team & production team) feel valued, informed and supported in the execution of weekend services.

**This position is connected to the faith and ministry of the church and moves forward the vision of Central Christian Church.**

### **Responsibilities:**

- Scheduling production volunteers for all campus production needs
- Connecting people to serving positions who have gone through the on-boarding process
- Host/Coordinate once a month connect events (team nights)
- Recruit & train production team members
- Communicate with programming staff in regards to weekend service details
- Communicate/encourage team members on an on-going basis via phone, text, group me, email, etc.
- Transport/Courier of the production case
- Lead weekend devotion/prayer/meeting times
- Make decisions for elements and transitions if problems arise
- Run PCO live and/or assign someone to
- Assist with stage changes & other duties as assigned.

### **Knowledge, Skills and Experience Required:**

- Leadership skills: possess the capacity to teach, coach, and effectively encourage those involved in the weekend services or those seeking to be involved
- Communication skills: possess the ability to communicate frequently, efficiently, effectively and respectfully to all those involved in, those programming or speaking into it, and those who seek to be a part of the weekend service experience.
- Production skills: need basic knowledge of signal flow and troubleshooting. Need some experience in live production of audio, video, lighting and stage managing.
- Computer skills: need basic knowledge of Mac & Windows operating systems as well as some experience with PCO (planning center online) and ProP (ProPresenter)

### **Role model in personal life:**

- Must align with the vision, and values of Central Christian Church and be committed to doing Central no harm.
- Growing in your personal relationship with Christ.
- Develop personal evangelism opportunities within and outside the Church.

### **Model biblical integrity in all things:**

- Adhere to and encompass the qualities and characteristics required of Central Christian Church employees, defined by the Employee Handbook.
- Financially support the vision of Central Christian Church by faithfully giving at least 10% of gross income.
- Be an active Owner at Central Christian Church, making every effort to uphold the six core values of Central.

**Physical Requirements:** This position is in a changing setting with regular duties in the Mesa, Gilbert, Queen Creek, Glendale, or Ahwatukee worship centers at heights up to 30 feet. Carrying, pushing, and pulling of objects weighing up to **100** pounds is required. While performing the duties of this job, the employee is occasionally required to stand, walk sit; use hands to finger handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Position requires approximately 40 percent standing or walking and 60 percent sitting.