



## JOB DESCRIPTION

**Position Title:** Producer  
**Reports To:** Campus Pastor

**Campus:** Ahwatukee  
**Status:** Part-time, Non-exempt, 15 hrs/wk

### **Position Summary:**

This team member will be the point person at an assigned campus to lead and instruct teams in the execution of the weekend service. They will create a culture where everyone (teachers, Campus Pastors, hosts, 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:**

- Recruit/develop servant minister team
- Work with Production Team to ensure servant ministers have received proper training on equipment
- Schedule servant ministers for weekend service needs, including: CG/Video, Lighting
- Communicate with Programming Director in regards to weekend service details
- Communicate all weekend service details to weekend service participants
- Ensure all appropriate weekend files and resources (sermon, slides, worship, music, ProPresenter files, and any other resource) are properly installed and tested prior to first run through
- Lead weekend service run through
- Execute weekend services, as programmed, making 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
- Organizational skills
- Positive Attitude
- Production skills: need basic knowledge of signal flow and troubleshooting. Need some experience in live production of audio, video, lighting and stage managing.
- Ability to work in a fast-paced, deadline-driven environment, and to be flexible in executing last-minute weekend changes
- Ability to work cooperatively as a member of a team
- Proficiency in:
  - Microsoft Office
  - Planning Center Online (PCO)
  - ProPresenter

### **Competencies:**

- Tech savvy
- Decision quality
- Action oriented
- Directs work
- Ensure accountability
- Drives results
- Collaborates
- Communicates effectively
- Being resilient
- Situational adaptability

**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, including participation in the Rooted discipleship program
- 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 has regular duties in a worship center 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.