

St. Thomas Community Presbyterian Church

Position Description • Technology Aide

Section 1: Terms and Condition

Job Title: Technology Aide

Position Goal: The primary duty of the Technology Aide is to assist in the audio and visual aspects of the worship services at St. Thomas.

Position Type: Hourly

Hours/Week: 4 to 5

Expected Schedule: prep-time (as needed), during worship hours, worship planning meetings (as needed)

Reporting Structure: The St. Thomas Community Presbyterian Church Technology Aide works under the direction of the Pastor/Head of Staff. A Director of Technology may be employed to assist the Pastor/Head of Staff in providing guidance and direction in matters relating to technology. If so, the Head of Staff is still the Technology Aide's boss. The Worship Elder will communicate concerns regarding technology to and from the Worship Committee. In the event of a conflict between the Technology Aide and another Staff Member, including the Head of Staff, staff members should speak to each other first, then the Head of Staff. If a staff member is uncomfortable speaking to the Head of Staff, the staff member should invite a member of the personnel committee to the conversation. Personnel Committee members will be trained how to handle these situations.

Time Off: When the Technology Aide cannot prep for worship or attend worship it is her/his responsibility to find a volunteer to lead as needed.

Vacation: The Technology Aide is allowed to take four Sunday worship services off per year. Paid time off is to be reported and managed by the Head of Staff at least 2 weeks in advance. This position provides no fringe benefits and is not available for sabbaticals.

Continuing Education: Currently this position is not eligible for continuing education funds.

Other Terms:

- The Technology Aide will use provided hardware and software to livestream and record worship services.
- Software used by the Technology Aide presently includes Facebook, PowerPoint, V-Mix, and ProPresenter. Prior knowledge and facility in the use of these applications is desirable.

- The Technology Aide will promptly advise the Director of Technology and/or the Worship Elder of problems with the operation of the hardware and/or software used in the performance of the Aide's duties.
- Compensation for the Technology Aide will be determined by Session, with guidance from the Worship and Stewardship committees.
- The Technology Aide may be assigned other REASONABLE duties by the Pastor/Head of Staff. Such duties will pertain to the primary work of the Technology Aide.
- The Technology Aide will be evaluated by the Pastor/Head of Staff quarterly during the first year, semiannually the second year, and annually the third year.

Section 2: Tasks

Worship Preparation

2 to 3 hours per week

The Technology Aide will be responsible to plan the resources needed for a particular service using information provided by the Pastor/Head of Staff and/or the church office. Some work will need to be performed during the week leading up to Sunday, such as coordinating with persons providing media and/or other media and building the service presets.

All worship preparation will be completed two days before a worship service.

During Worship

2 hours per week

During the service the Technology Aide will operate cameras, microphones, video mixing software, light board, audio sound board, and related components to provide a visually clear and auditory understandable record of the service.

It is important that the Technology Aide arrives in plenty of time to have all technological equipment ready to go at least 30 minutes before worship begins.

Post Worship

The Technology Aide will also assist with the set-up and breakdown of worship aids, including outdoor services.