



JOB DESCRIPTION

Position Title: Gilbert Weekend Producer

Campus: Gilbert

Reports To: Gilbert Campus Pastor

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

Position Summary:

This team member will be the point person at the Gilbert 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:

- Schedule and ensure production volunteers are confirmed for service
- Connecting people to tech/worship who are interested in serving positions
- Engage in the Gilbert campus team days
- Recruit & train servant minister producers/stage managers
- Communicate with Programming Director in regards to weekend service details
- Transfer all files needed for weekend programming onto drives & prep cases for weekend service needs.
- Monitor Gilbert Speaker green room for cleanliness and drink/snack needs. Order and stock all needed items.
- Communicate/encourage team members on an on-going basis via phone, text, group me, email, etc.
- Transport/Courier of the production case as needed
- 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)

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 Staff 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.