



# PRINCETON ALLIANCE CHURCH

*Know God • Develop Community • Bring Hope*

## Tech Ministry Leader

*Gift Set: Leadership, Communication, Organization, Problem Solving*

The Tech Ministry Leader is a part of PAC's Sunday Experience team and is primarily responsible for developing a team of volunteer leaders who are passionate about creating vibrant worship experiences, filled with the grace and truth of Jesus Christ. This will happen seamlessly through the volunteer leaders and teams of the Tech Ministry and their audio, visual, lighting and video systems.

The Tech Ministry Leader is a part-time position responsible for leading and developing multiple volunteer Team Leaders at PAC, and this person will report directly to the Sunday Experience Team Leader. He or she provides experience and expertise in the production industry and in the following areas:

### Leadership and Production

- Develop the vision and strategies for the technical teams and systems of Princeton Alliance Church, rooted in the mission and vision of PAC, that will be reproducible for the future of Church Multiplication
- Work with the Sunday Experience Team Coordinators to execute and communicate ministry-level vision, objectives and strategies
- Maintain existing technical systems with appropriate redundancies and volunteer training through hands on installation & repair experience
- Develop and maintain policies and procedures for all related activities and initiatives
- Contribute to planning for Sunday Services as a member of the Sunday Series Team
- Develop and maintain adequate short-range and long-range planning for ministry initiatives based on consistent evaluation and the planning from the Sunday Series Team
- Collaborate with Communications Ministry Leader in joint decision making for graphic and video components of Sunday Services
- As the Producer, collaborate with the Sunday preacher and Worship Ministry Leader for service components and order
- As the Producer, run the Dress Rehearsal and Sunday preparation process to ensure complete preparation for Sunday services
- Oversee the video and audio recording for weekend services
- Integrate with Communications Ministry Leader for online video archives and related social media strategies.
- Anticipate future technical needs through ministry collaboration and trend analysis
- Oversee the installation of new equipment and team training
- Develop and manage a supporting budget for all processes and activities of the team
- Contribute to the development of an evaluating culture by tracking regular evaluations of the Tech Ministry and Sunday Experience

## **Training**

- Develop and lead Tech Leadership Team meetings on a regular basis (every-other-month) for the purpose of evaluation, vision casting, strategy alignment and team development
- Develop and lead one-on-one meetings with all Tech Team Leaders (at least every-other-month) for purpose of personal development, ongoing evaluation, ministry growth and strategy alignment
- Create and support an ongoing process for identifying, developing and empowering Tech Team volunteers in accordance with our leadership development framework

## **Communication/ Coordination**

- Communicate with the Sunday Experience Team Leader: victories, challenges, dreams, and strategies
- Consistently contribute to the regular Sunday Experience Team Meetings and discussions
- Collaborate with the Sunday Experience Team Leader and other Team Leaders for the purpose of creating, developing and executing a successful strategy of church multiplication at PAC
- Practice timely, complete, and confidential communication
- Build genuine and effective relationships with staff, volunteers, and community

## **Personal Development**

- Pursue personal/spiritual development through participating in a small group, personal accountability relationships and a regular engagement with a mentor
- Pursue professional development through a variety of resources such as publications, building relationships with others in similar ministries, and conferences/seminars
- Meet with the Sunday Experience Team Leader regularly regarding personal development goals and ministry-related accountability
- Discharge all duties in keeping with a holistic, healthy, and balanced life

In addition to excellent communication and organizational skills, he or she possesses a/an:

- Vibrant personal relationship with Jesus
- Passion to champion the role of the local church
- Willingness to serve others in humility
- Commitment to professional and personal excellence
- Collaborative approach and a team mentality
- Ability to multitask and meet deadlines
- Creative spirit and a passion for innovation
- Track record for consistency and reliability
- Ability to "self-start" (i.e., recognize a need and initiate an appropriate response)
- Knack for resourceful problem solving

In conjunction with his or her daily responsibilities, the Tech Ministry Leader also participates in regular staff development activities such as staff prayer, staff meetings and staff retreats. The Tech Ministry Leader is (or will become) involved in a small group, an active discipleship coaching relationship, a member of PAC (within six months of employment) and a regular attendee of Sunday services at PAC.