Audio/Visual Director  
The Brandermill Church  

GENERAL EXPECTATIONS  
The Audio/Visual Director is responsible for the facilitation of sound and media presentations for church services and approved events. The A/V Director should possess a substantial working knowledge of sound engineering, Audio/Video equipment, video streaming, and software applications. Other desired traits include leadership, teaching, organizational and communication skills, creativity, dependability, self-discipline, and a high level of self-motivation. The A/V Director should encourage and coordinate volunteerism for the audio/video ministry through recruiting, training, coaching, and spiritual encouragement to those who serve.

PRIMARY RESPONSIBILITIES AND EXPECTATIONS  
The A/V Director oversees and coordinates all technical details of the worship service and collaborates with the worship leaders to ensure that overall sound, video presentations, service transitions, and worship elements are presented with excellence. The A/V Director will implement and manage the necessary sound and media resources required to carry out the theme and overall direction of services set forth by the Senior Pastor and Director of Music Ministries. These responsibilities include, but are not limited to:

- Supervise and facilitate the technical aspects of scheduled worship rehearsals and services each week: ie.: video presentations, sound mixing, cameras, and video streaming.
- Coordinate and provide training for a rotating team of volunteers to operate the technical aspects of church service, rehearsals, and outside events.
- Recognize technical abilities within the church and create opportunities for sound/media volunteers to serve.
- Consult with the Director of Music Ministries and offer applicable knowledge in equipment purchase decisions.
- Assist the Director of Music with assessing and preparing for the technical needs of scheduled musicians and vocalists for rehearsals and services.
- Maintain all technical equipment for Worship Services and communicate any needed repairs or replacements to the Director of Music Ministries in a timely manner.
- Import and finalize all worship elements created by the worship leader and speaking Pastor into Worship Software, including song arrangements and lyrics, media elements, sermon slides while ensuring all elements are presented with excellence and transition together coherently for services each week.
- Stay in weekly communication with the Director of Music regarding the overall vision of service, series, and worship elements being planned out by ministry leaders.
- May be asked to assist with special functions, i.e.: Youth Sundays, music events, weddings, funerals for additional compensation.
- Ensure communication is thorough and timely.
- Complete other duties as assigned.
STAFF RELATIONSHIPS
The A/V Director will work under the direct supervision of the Director of Music Ministries and is accountable to the Senior Pastor, Staff-Parish Relations Committee and Church Council. The A/V Director will be a resource person and consultant to the worship leaders regarding the technical resources needed to carry out the vision and mission of The Brandermill Church. In this capacity, the A/V Director will be aware of the major ministry responsibilities of other leaders and will confer with them, offering them the benefits of his/her knowledge and skills to help them with their ministries and building relationships with other ministries within the church.

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