

Great Falls United Methodist Church
10100 Georgetown Pike
Great Falls, VA 22066

Position Description: Director of Digital

Date Approved by SPPRC: October 8, 2023

Status: Part time

Hours: 15 per week

General Purpose of Position:

To provide support to the pastor and congregation for the production of on-line programming according to the priorities and needs of GFUMC.

Organizational Relationship and Supervision:

The Director of Digital is accountable to the Pastor and the Staff Pastor Parish Relations Committee who will provide an annual performance review.

Primary Task:

Be responsible for the coordination of all digital/online programs as part of the ministry of the church.

Responsibilities for Digital Ministry:

- Produce quality Online Streaming worship services by performing sound check of microphones, monitoring speakers and music audio during services, operating camera(s) and software.
- Presentation of slides, videos, previously recorded music and events and other digital materials during worship.
- Ability to do audio mixing and live sound.
- Experience with Microsoft Office Suite (Power Point, Word)
- Building communications with our online community including church's Webpage, Church Online, multimedia sites, Zoom.
- Create and maintain a consistent and appealing digital image on Church's Webpage, Church Online, multimedia sites.
- Maintain regular communication with church IT support services.
- Use time effectively and efficiently to accomplish organizational goals. Can prioritize appropriately and respects the time of others.
- Demonstrates competency in digital communications and ministry

Other Responsibilities:

- Must attend weekly and other designated worship services
- Work closely with church staff in all related matters
- Other tasks as assigned by the pastor.

Qualifications and Aptitudes:

- Effective written and verbal communication and computer skills
- Good organization skills

Core Competencies:

- Ability to create new ideas and a willingness to take risks.
- A willingness to continue learning and applying knowledge and skills to perform work effectively
- Promotes teamwork and exhibits a positive spirit in the work environment