



6200 Burke Centre Parkway, Burke, VA 22015 • 703.250.6100 • www.burkeumc.org • bumc@burkeumc.org
Welcoming all to learn, celebrate, and share Christ's life-changing love!

Position Title: Director of Audio/Visual Ministry

Reports To: Associate Pastor

Status: Part-time, 12 hours per week

FLSA: Exempt

Effective Date: August 2022

Job Summary: The Director of Audio/Visual Ministry supports Burke UMC's discipleship ministries by creating, organizing and implementing the audio/visual needs of the church.

Essential Functions:

- Provides leadership and coordination for all Audio/Visual needs on Sunday morning and all other worship services, including coordination with outside groups when needed.
- Create slides, videos and other visuals needed for worship services.
- Identifies, cultivates, equips, encourages, and supervises volunteers to help with audio/visual needs around the church.
- Provides technical support for audio/visual around the church.
- Sets budget and maintains expenses for audio/visual equipment.
- Communicates effectively with staff and congregation members.

Other Responsibilities:

- Attends staff meetings when needed

Minimum Qualifications:

- Required- Experience with audio/visual equipment and software
- Preferred- proficiency with Microsoft Office and ease with worship software
- Preferred – proficiency with video editing programs

Physical Requirements: NA

Core Competencies:

Initiative: Enjoys working hard and sets demanding, but achievable, objectives for self and others. Seizes opportunities and is not afraid to take calculated risks. Generates new ideas and fresh approaches. Learns from mistakes and has good judgement regarding viable ideas and suggestions.

Attention to Detail- Keeps larger picture in mind while consistently attending to the many small pieces which must be assembled into an organized whole. Follows up on missing items. Able to determine and answer questions needed to address a problem. Must be good at spelling, grammar and punctuation.

Technical Expertise: Demonstrates the technical skills required to proficiently execute the essential function of the job and develops any skills that are lacking.

People/Volunteer Management: Gains commitment, provides direction, and achieves results through the efficient, creative, and responsible deployment of volunteers and engages people in their area of giftedness and passion.

Informing Others: Provides the information people need to know to do their jobs well and helps them understand its relevance to the task at hand. Is timely and transparent in the sharing of information.