

LAKE MEAD CHRISTIAN MINISTRIES

540 E LAKE MEAD PKWY, HENDERSON, NV 89015 • 702-565-5831

Description of Position: Church Production Lead

Position summary:

The purpose of the Church Production Lead is to oversee all aspects of technically producing Lake Mead's Weekend services, conferences and other events. He/she is directly responsible for building, training & maintaining Audio/Visual volunteers needed as well as ensuring the function and repair of all technological equipment in a timely manner in collaboration with Lake Mead Christian Ministries Production Team.

Hired by: Executive Pastor

Responsible to: Pastoral Team

Supervises: Ministry Volunteers and Interns as Assigned

Evaluated by: Regular performance feedback will be provided as duties are carried out;
Regular weekly check-in appointments to discuss overall ministries

Type of position: The position of Church Production Lead is a part-time salaried contracted, exempt employee; scheduled for up to 20 hours.

Hours: Sunday: 6:00 AM - 1:00 PM (7h) Three Services and video upload
Tuesday: 10:00-12:00 (2h) Staff meeting and production meeting
Wednesday: 10:15-11:15 (1h) **Optional:** Staff Worship if works within schedule
Thursday: 5:00 PM – 9:00 PM (4h) Worship team rehearsal
Saturday: Monthly for Special Events (3h)
Flexible: (3-6h) Planning services, Communication with volunteers, etc

Required Spiritual Qualities

It is expected that the Church Production Lead will ...

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe the Bible to be the inspired, the only authoritative, Word of God—our standard for faith and practice.
- Believe and actively support LMCM's statement of faith.
- Agree to follow and actively support LMCM's statement of moral integrity.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.

- Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40).
- Evidence the fruit of the Spirit in dealing with people.
- Share the Christian faith with others.
- Have a Christ-centered home.
- Actively participate in the Church at Lake Mead.
- Actively disciple/mentor someone at all times.

Required Professional Qualities

It is expected that the Church Production Lead will ...

- Hold certification or other education and experience that qualifies him or her for the skills needed for this position; further their education as specified in ministry specific skills.
- Demonstrate a high level of computer literacy – proficient in word processing, spreadsheets, electronic calendar, database, email, audio/visual equipment, ProPresenter, etc.
- Possess evidence of other adequate preparation, background, or experience as determined by the interview process.
- Keep abreast of current trends in church ministry and production through reading, studies, conferences, and contacts with other ministry staff, leaders, and volunteers.
- Have the ability to accomplish the goals and objectives assigned by the pastoral team.

Required Personal Qualities

It is expected that the Church Production Lead will ...

- Sign and live by the ministry's lifestyle statement as a condition for employment and continued employment at LMCM.
- Sign and agree to the ministry's statement of faith.
- Have the spiritual maturity to lead him/herself and others in a Christ-like way.
- Be an enthusiastic visionary, an encourager, and a self-starter with a high energy level.
- Demonstrate sensitivity toward church members, attenders, volunteers, ministry staff, parents, and children, along with an ability to interact effectively with them.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Understand the importance of discernment, discretion, and confidentiality in the operation

of the campus church office.

- Display friendliness, a good sense of humor, courtesy and patience in dealing with others.
- Recognize his or her own mistakes and take measures to correct them.
- Use acceptable English in written and oral communication. Speak with clear articulation. Go through proper ministry protocol for written communication to the Lake Mead community.
- Respectfully submit and be loyal to constituted authority.
- Make an effort to appreciate and understand the uniqueness of the Lake Mead community.
- Place his or her ministry position ahead of other jobs or volunteer activities.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with LMCM policy.

Essential Job Functions—Accountabilities, Responsibilities, and Duties:

It is expected that the Church Production Lead will...

Ministry Assistant Duties:

- Participate in weekly staff meeting and regularly planned check-in with supervisor.
- Production management of weekend services, conferences & church special events
 - Facilitate communication during the week with pastoral team, production team, worship team, tech team and creative team in preparation for weekend services, conferences and special events.
 - Lead Sunday Morning meeting with worship team, pastors, deacons, etc. to go over service details.
 - Facilitate weekly production team meeting with pastoral team and worship director to plan for Sunday Services.
 - Prepare Worship Arts Center to ensure environment setup each weekend for services.
 - Work with pastoral team and LMCM's Production Department on strategic planning, equipment purchasing, and equipment maintenance.
 - Meet with volunteer team and pastoral team on Sunday mornings to ensure all elements of the services are ready.

- Coordinate with worship leader to prepare Propresenter slides and Planning Center Services each week.
- Maintain schedule of volunteers and recruit new volunteers
- Oversee Church Online Platform, weekly sermon podcasts, sermon videos, etc.
- Participate in brainstorming/planning sessions and assist in implementing ideas for the following.
 - Christmas, Easter, Annual Conferences
 - Message Series Development
 - Creative “accessories”
 - Video Stories