



Open Doors, Open Hearts, Open Minds

11 Guelph Street, Georgetown, ON, L7G 3Z1 905-877-2531
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Position: **Worship Tech Coordinator** Job Description

Worship technology has been a vital component of the weekly worship experience at St. John's since 2006. The creation and selection of striking visual images, appropriate videoclips, commemorative photo PowerPoints and projected songs/hymns has become the norm for the delivery of worship at St. John's. EasyWorship is used as the central software to create the service and OBS recording/streaming software is used to create the worship service video that is posted on YouTube.

Sunday worship tech has been delivered by 8 church volunteers, organized in teams of 2. Many have volunteered steadily for 16 years and it is time for them to step back as of June 30, 2023.

St. John's is now looking to hire a technology specialist who will serve as our Worship Tech Coordinator and be paid a weekly honorarium for 4 - 6 hrs./week work. This paid staff member will coordinate and deliver EasyWorship and OBS Tech (visual projection and sound, recordings and potentially streaming) for our Sunday services and special presentations and services. He/she will replace the existing volunteer 8 member Tech Team. The layout of the AV Media Desk's PC and soundboard is longitudinal, and although the staff member may wish to run it solo, church volunteers have found teams of two preferable. As part of their tech coordination responsibilities, the Worship Tech Coordinator is encouraged to invite interested student and adult volunteer assistants to join them in the running of the technology for our services.

Qualifications

Knowledge

- Knowledge of Microsoft Office software
- Working knowledge of current computer, camera and projection hardware
- Ability to learn and use EasyWorship, OBS and YouTube software
- Ability to investigate and make recommendations concerning transitioning from the recording of our services to live streaming/recording of services
- Ability to recommend improvements and enhancements to both software and hardware to improve the delivery of worship services

Teamwork

- Experience in working collaboratively with others in leadership and support roles
- Ability to collaborate with Minister, Music Director, Office Administrator, Worship Committee, Communications Committee, Council, etc.
- Comfort in working with and guiding all ages of church volunteers

Responsibilities

- Oversee the AV Media Desk and know how it all connects and operates
- Coordinate and deliver EasyWorship and OBS Tech (visual projection and sound, recordings and potentially streaming) for our Sunday services and special presentations and services (see Remuneration)
- Be in regular communications with the Minister, Music Director, Office Administrator, Welcoming Team Co-ordinator, as it pertains to the weekly service requirements
- Review/rehearse the EasyWorship schedule slides prepared weekly by the Office Administrator and make adjustments as required in advance of the service
- During the service, manage the camera and slides video sources, decide on transitions for the benefit of the viewer, and manage quality of camera image to maximize the viewing experience
- Monitor, coordinate, and problem solve technical issues that may arise during the service
- Responsible for concluding the service video recording and posting on YouTube
- Encourage and coordinate additional student and adult volunteer assistants to step forward, and train and equip the same
- Establish and publish a weekly/monthly schedule for AV Media Desk coverage
- Investigate and make recommendations concerning transitioning from the recording of our services to live streaming/recording of services
- Make recommendations for changes and upgrades as needed in dialogue with the Minister, Music Director, Office Administrator and Communications and Worship Committees of Council
- Write and submit an annual Worship Tech report for the St. John's Annual Report

Ideal Start Date

July 1, 2023 (negotiable)

Remuneration

This position will vary the hours required on a weekly basis, depending on the number of feeds, videos, slides created and participants involved in the service. Sometimes there will be extra requirements for video creation, editing, and additional special presentations and services, ie: funerals, weddings, Christmas Concerts, Good Friday, The Sanctuary Music Hall events, Church Study group events, etc.

- An honorarium of **\$100 per week** will be offered this position with an expected time requirement of 4 to 6 hours per week.
- No benefits will be offered through the United Church.
- This is will be a new ongoing position with no end time duration.
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Application

Please submit to Shelley Allison/Katharine Krul - Office Admin, office@stjohnsuc.ca , St. John's United Church, 11 Guelph Street Georgetown ON L7G 3Z1 by **Monday June 15, 2023:**

- a letter of interest highlighting prior experience and suitability for the position

References will be requested following a successful interview