



POSITION DESCRIPTION: Main Street Live Producer

PRIMARY PURPOSE & FUNCTION

Produce the elementary children’s worship services Sunday morning by facilitating service schedule, supporting the presenter(s), equipping and coordinating street/tech crew plus directing weekly volunteers.

KEY RESPONSIBILITIES

- **Weekdays**
 - o Coordinate with Children’s Minister regarding weekly curriculum direction then input the schedule into Planning Center
 - o Setup ProPresenter digital layout
 - o Contact street crew directing worship music (send digital training for new songs)
 - o Connect with presenter regarding any supplies needed or unique stage set
- **Sunday Mornings**
 - o Direct weekly volunteers
 - o Connect with kids

Prior to children’s arrival

 - o Turn equipment on and adjust room set up if needed
 - o Meet and pray with street/tech crew
 - o Review Planning Center schedule
 - o Have crew ready to welcome the children at 8:40 AM

After children’s departure

 - o Tidy room for youth
 - o Make any ProPresenter adjustments
 - o Repeat the above for the 11 AM service
 - o Secure offering in a sealed bank bag
 - o Turn equipment off and secure of the room

KNOWLEDGE & COMPETENCY REQUIREMENTS

- Team player
- Ability to build relationships with volunteers
- Ability to communicate promptly and effectively
- Reliable and a self-starter
- Detail oriented
- Flexible and able work under pressure
- Champion of the church staff culture
- Computer Literate

POSITION DETAILS

Payroll Status: Non-exempt
Classification: Part-time
Schedule: 8-10 hours per week

STAFF CATEGORY

Program Staff

REPORTS TO

Children’s Minister

CONSULTS WITH

Children’s Ministry Administrative Assistant]
Children’s Ministry Coordinator

TEAM LEADER

Children’s Minister

EDUCATION REQUIREMENTS

H.S. Diploma or GED equivalent (some college or college degree is a plus)

Interested candidates please submit your applicant package including a cover letter, resume and work samples to work@firstcolonychurch.org. Only candidates that submit a complete applicant package to the work@ email address will be considered for this position.

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First Colony Church of Christ job descriptions are not comprehensive. They provide candidates with a general idea of what the job will entail. Actual job descriptions are subject to change based on the needs of the church and staff.

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