TUXEDO CHURCH

W H E R E *HOPE* **H A P P E N S**

918-333-5757   ·   3503 Tuxedo Blvd. Bartlesville, OK 74006   ·   tuxedo.church

Leadership Job Description/Expectations

Position: Technology Team Member – Sound, Video, Lighting, Streaming, etc.

Job Description: The Technology Team is an important ministry of Tuxedo Church. Duties include, operating sound equipment, running computers, and performing other duties to help make the audio/visual experience for those attending or watching church the best it can possibly be.

Expectations:

1. Meet the 10 basic leadership expectations for all leaders of Tuxedo Church. (provided on next page)
2. Learn and maintain the knowledge needed to perform basic responsibilities.
3. Arrive at appropriate and scheduled times for services, practices, and other events.
4. Remain at your assigned station during services and events, unless otherwise instructed. Do not leave your station unattended.
5. Please stay focused and eliminate distractions (phones, games, etc.) while serving.
6. Please keep the tech booth and your station clean and free of clutter.
7. If you are unable to serve at your scheduled time, please prepare a substitute for your absence.
8. If you have needs or questions, please take them to the Tech Booth Director.
9. Make sure your station is properly shut down when service or event is over.
10. Attend all continuing education, learning, and training opportunities as provided.

Leadership Job Description/Expectations

Position(s): Tech Booth Coordinator

Job Description: The Tech Booth Coordinator is a very important role and ministry in Tuxedo Church. Responsibilities include: Scheduling sound, video, streaming, and other techs needed to operate the media systems of Tuxedo Church each week, coordinating with pastoral staff for media related needs and special events, training and helping techs with the media systems they operate, and helping maintain and improve the media systems of Tuxedo Church.

Expectations:
1. Meet the 10 basic leadership expectations for all leaders of Tuxedo Church. (provided on next page)
2. Schedule and maintain a rotation of all media techs.
3. Make sure each area has what they need and is operating as it should.
4. Schedule times of training and instruction on equipment operation, procedures, policies, and needs.
5. Help make sure the tech booth stays clean, decluttered, and functional.
6. Coordinate with pastoral staff for weekly service needs, special events, and other media related events.
7. Communicate any needs or problems to the pastoral staff.
8. Help recruit and train new media techs.
9. Operate and fill in for media techs when they are unable to serve.
10. Help develop and grow the media ministry, improve and update equipment, and increase capabilities of the media ministry of Tuxedo Church.