



Job Title: Production Director

Reports To: Executive Pastor of Worship Services

Position Status: Full-Time

Summary of Position

Mercy Hill is one church with multiple locations across the Triad area of North Carolina. We currently hold 10+ services each weekend and have plans of expanding this number as time goes on and God is faithful to build his church here in this area. With that in view, it is essential that our worship services be done with excellence in every way, including the flow and execution of our worship gatherings.

In order for our gatherings to be done with excellence, the Production Director must have extreme competency in 2 primary areas, people and programming. Mercy Hill places a high emphasis on volunteer engagement, care, and discipleship. We believe that the church exists to build people and not the other way around. We also believe that people are not just cogs in the “Mercy Hill Machine” and that serving is more about their discipleship than it is filling “needs” in our weekend services. For this reason, the Production Director should exhibit a high level of influence in leading and developing our production staff and their teams and they should also exhibit a high level of care for the health of our teams.

Additionally, the Production Director should have a high level of competency in service programming and execution. Our services involve many components and have a lot of moving parts. For this reason, the Production Director should be detail and excellence oriented. He or she should be able to clearly (and with a high level of emotional intelligence) articulate service goals, outcomes, and expectations in a one on one or team environments.

Conditions of Employment: Character, Culture, Competencies

**Performance Evaluation* - It is understood that the performance for this job will be primarily measured and evaluated by the Character, Culture, and Competency standards laid out in this job description.

CHARACTER:

1. Affirms Mercy Hill Church's Articles of Faith (which are the Baptist Faith and Message 2000).



2. Affirms Mercy Hill's Church Covenant for Covenant Members.
3. Models the biblical standard of personal conduct and lifestyle that is expected of all covenant members.
4. Fully participates in the life of Mercy Hill Church as an active covenant member.

CULTURE:

Staff Tensions

1. Committed to excellence and dependent on God
2. Hungry and satisfied
3. Self-starting and team-oriented
4. Encouraging and truthful
5. Overly prepared and flexible
6. Focused and approachable

COMPETENCIES:

Core 4 Competencies

1. People-focused
2. Collaborative
3. Dependable and Accountable
4. Demonstrates Self-awareness

Job Specific Competencies

1. Proficiency in recruiting and training volunteers.
2. Extreme attention to detail and understanding of worship service dynamics and flow
3. Clear communication in large groups or 1 on 1 scenarios
4. Eye for development and raising up leaders.



Duties and Responsibilities

1. Service Production

The Production Director will be the quarterback for service execution at our broadcast campus. This will require both creativity, attention to detail, and proficiency in communication.

2. Volunteer Recruitment and Development

The Production Director will be responsible to shoulder tap people into their ministry teams, to develop them by providing training and meaningful opportunities to serve, and to create clear pathways to leadership for people in their leadership pipeline.

3. Service Planning

In addition to service production/execution, the Production Director will be responsible to attend and contribute in creative planning meeting for worship services and other high priority gathering events

4. Budgeting and Cost Savings

The Production Director will be responsible to oversee and maintain the current ministry budget while also responsibly planning for future needs at each of our locations. This will require fiscal discipline and the ability to weigh cost/benefit.

Essential job function: Duties 1 through 6 are designated as ADA essential functions and must be performed in this job. All other job duties are secondary functions.

Job Requirements

Physical Requirements:

1. Ability to frequently, stand, sit, and/or walk.
2. Ability to bend, climb stairs, and/or lift occasionally.
3. Ability to lift 1 to 50 pounds occasionally.
4. Ability to squat occasionally.
5. Ability to communicate continuously with other people.
6. Ability to operate computers continuously in order to complete necessary office work.
7. Ability to continuously comprehend physical and/or digital documents and continuously prepare physical and/or digital documents.



Job Prerequisites

1. Minimum of 1 year experience in church service planning and execution or in event planning and coordinating is preferred.
2. Minimum of 1 year of team leadership and management experience is preferred.

Work Environment

1. May occasionally work in temperatures above 95 degrees and below 32 degrees.
2. May occasionally walk on slippery or uneven surfaces.
3. Noise level in the environment is occasionally loud.
4. May occasionally work outdoors.
5. May continuously work indoors within office spaces.

Office Hours and Work Schedule

1. Office Hours: 5 days per week (Sunday, Monday, Tuesday, Wednesday, and Thursday) or as assigned by the supervisor.
2. Holidays: All staff-wide holidays as outlined in the Staff Handbook.
3. Time Off: Consult Mercy Hill Handbook for the time off policy.

Organizational Relationship

Executive Pastor of Worship Services – **Primary**

Lead Pastor of Ministries and Operations – **Secondary**

This job description is subject to change at any time.

, Production Director

Date

Randy Titus, Executive Pastor of Worship Services

Date