



Job Title: Production Lead

Reports To: Production Director

Position Status: Part time

Summary of Position

Responsible for the assimilation, training, and scheduling of volunteers as well as the execution of production at the Sunday gatherings. The Production Lead is expected to be innovative and flexible in providing excellent gatherings for the church when it comes to audio, video, and lights. Managing all elements of the technology and production quality will be crucial for success, to provide the best support possible for the ministry leaders and attendees. This is a servant leadership role, primarily reporting to the Production Director by role, but also directed by the campus pastor in execution based on the scope of support required per event.

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:

Job Competencies

1. Identify and develop emerging leaders
2. Create and cultivate a godly, team environment.
3. Execute seamless transitions at the Sunday gatherings.
4. Evaluate services and effectively communicate meticulous details.
5. Provide feedback that increases ministry effectiveness and leadership confidence.

Duties and Responsibilities

1. Recruit, assimilate, and train new volunteers
2. Oversee and develop production team
3. Schedule and execute production at weekend gatherings
4. Attend required weekly meetings.
5. Miscellaneous Responsibilities – This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties may be assigned.

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



Work Environment

1. Noise level in the environment is frequently loud.
2. May occasionally work indoors within office spaces.

Organizational Relationship

Production Director – **Primary**

Executive Pastor of Worship Services – **Secondary**

This job description is subject to change at any time.

, Production Lead Date

Jamison Hill, Production Director Date