

**Summary:**

The Productions Service Lead (SL) is responsible for leading and coordinating Production volunteers to execute all tasks associated with setting up, operating, and tearing down production equipment in relation to DCC's Sunday gatherings. SL's report directly to the Productions Ministry Lead (ML) and indirectly to the Corporate Worship Ministry Lead (ML).

**Commitment:**

- 2-3 Sunday gatherings per month at 5 hours per gathering (total 10-15 hours monthly)
- Administrative and leadership duties to average 10-12 hours monthly
  - ▶ Weekly Recap with Production Volunteers, summarizing and sending recap to Productions and Corporate Worship ML's (4 hours monthly)
  - ▶ Regular check-in with Productions ML (2-4 hours monthly)
  - ▶ Monthly check-in with Production Volunteers (2-4 hours monthly)
- 6 month service terms

**Qualifications:**

- Prayerfully seeking after Jesus daily
- Because this role is a Leadership position overseeing Volunteers, a Productions SL must be a member in good standing (sacrificially giving, living on mission, regularly participating in community and serving) who is willing to help shepherd and lead Production Volunteers
- Able to regularly communicate needs and ideas to Production ML and Corporate Worship ML
- Attention to detail, able to graciously delegate tasks effectively, and react to and address needs that arise
- Strong aptitude and familiarity with sound board mixing, ProPresenter software, and lighting operations and ability to troubleshoot issues as they are encountered

**Essential Duties and Responsibilities:**

- Pray regularly for all members of the Productions Team
- Actively recruit new volunteers and prayerfully identify "Joshua's" who demonstrate the capacity to step further into leadership (Deut. 3:28)
- Ensure all Production Volunteer positions are filled on Sundays for which you are responsible
- Coordinate and motivate Production Volunteers in the setup and teardown of stage/production equipment
- Update and distribute service orders to Production and Music Volunteers and maintain active awareness of service components, timings, and changes
- Provide technical and practical assistance to Production Volunteers in the execution of their in-service duties
- Intentionally shepherd Production Volunteers to grow in their gifts and relationship with Jesus through serving in Productions at DCC
- Work with Production ML to ensure that Production Checklists are kept up-to-date and appropriately utilized by Volunteers in the fulfilling of their responsibilities
- Regularly solicit feedback from Production Volunteers, DCC members and guests, asking for ways to improve
- Based on feedback obtained and personal observation, provide a thoughtful weekly recap to the Productions ML and Corporate Worship ML, including supplies needed, purchase requests, suggested changes to procedures, and other areas of improvement
- Ensure changes to Production Checklists are clearly communicated to respective Production Volunteers and are successfully implemented each week

**Experience:**

- No experience is required but having first served as Production Volunteer is strongly encouraged.