

Summary:

The Productions Ministry Lead (ML) is responsible for ensuring that all production elements of DCC's Sunday gatherings are effectively executed. This includes recruiting and scheduling Production Service Leads (SL's) and Volunteers, coaching and prayerfully encouraging the Production Teams, developing Technical Leads for each production area, and consistently casting vision to grow the capabilities and effectiveness of the ministry. The Productions ML reports directly to the Corporate Worship ML.

Commitment:

- 2-3 Sunday Services per month at 5 hours per service (total 10-15 hours monthly)
- Administrative and leadership duties to average 14-18 hours monthly
 - ▶ Weekly Recap with Production SL's and Volunteers, identifying and coordinating implementation of action items (2-4 hours monthly)
 - ▶ Bi-monthly check-in with Corporate Worship ML and monthly recap summary (4 hours monthly)
 - ▶ Regular check-in with Production SL's (2-4 hrs monthly)
 - ▶ Scheduling of Productions SL's and Volunteers (2 hours monthly)
- 6 month service terms, beginning on the 1st of January and 1st of July each year

Qualifications:

- Prayerfully seeking after Jesus daily
- Because this role is a Leadership position overseeing Production SL's and Volunteers, the Productions ML 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 Corporate Worship ML and other appropriate individuals
- Attention to detail, able to graciously delegate tasks effectively, and respond to and address needs that arise
- Strong aptitude and familiarity with soundboard 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 Production Teams
- Coach and shepherd Production SL's, connecting in-person or by phone at least once a month
- Coordinate Technical Leads and provide oversight for training and development
- Actively recruit new volunteers and prayerfully identify "Joshua's" who demonstrate the capacity to step further into leadership (Duet. 3:28)
- Ensure all Production Volunteer positions are properly scheduled
- Provide technical and practical assistance to Production SL's and Technical Leads in the execution of their duties
- Intentionally shepherd Production Volunteers to grow in their gifts and relationship with Jesus through serving in Productions at DCC
- Ensure that Production Checklists are kept up-to-date and appropriately utilized by Production SL's and Volunteers in the fulfilling of their responsibilities
- Regularly solicit feedback from Production Volunteers, DCC members and guests, asking for ways to improve
- Respond timely to Weekly Recaps initiated by SL's, communicating action items for respective SL's, Technical Leads, and other volunteers
- Ensure changes to procedures are clearly communicated to respective Production Volunteers and are successfully implemented each week (e.g. Productions Checklists, recap action items, etc.)
- Provide a thoughtful monthly recap to the Corporate Worship ML, including needs (e.g. equipment, supplies, volunteers, training), changes to procedures, and other areas of improvement

Experience:

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