

Immanuel Lutheran Church & School

Job Description

Preamble: It is understood that all who are employed at Immanuel Lutheran Church and School agree to support and work towards the fulfillment of the congregation's mission and vision as set forth in the personnel policies.

Job Title: Worship Technology Coordinator

Reporting To: Senior Pastor.

This position supports all worship services and collaborates closely with worship and pastoral leadership.

Status: Non-Exempt • Part-Time

Salary: Hourly

Employment Term: 12-months • Employment is at-will according to the Personnel Policy Manual

Purpose of the Position

The purpose of the Worship Technology Coordinator position is to support the church's mission and vision by ensuring that worship services are technically excellent, consistent, and well-supported. This role exists to serve worship and other special events by coordinating audio, lighting, presentation, and livestream systems, while equipping and leading volunteers so that technology enhances the proclamation of the Gospel. Understanding of congregational culture by using technology to support worship. This role provides technical leadership while remaining aligned with pastoral oversight. Creative flexibility is encouraged within established worship direction. Major changes or initiatives are coordinated with the Senior Pastor.

Academic / Professional Qualifications

- Experience supporting audio, lighting, presentation, and/or livestream technology in a church or live-event environment.
- Experience working with and supporting volunteer teams.
- Familiarity with worship presentation software (e.g., EasyWorship, ProPresenter, or similar).
- Ability to learn and adapt to new systems, software applications, and workflows.
- Formal education or degrees are beneficial but not required.

Key Competencies & Skills

- Strong organizational skills and attention to detail.
- Ability to lead, train, and support volunteers.
- Effective communication and collaboration with pastors, worship leadership, and volunteers.
- Ability to oversee technical elements during live services and respond to issues as they arise.

Work Schedule

- Part-time position requiring presence at scheduled worship services and special events.
- Weekend service attendance is required to oversee technical operations and support volunteers.
- Weekday hours are flexible and scheduled as needed for service preparation, planning, and volunteer coordination.
- No fixed weekday office hours are required; flexibility is provided to accommodate other professional commitments.
- Hours may increase temporarily during major events and holidays.

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Primary Responsibilities

- Oversee technical preparation, planning, and execution of all worship services and special events, including audio, lighting, projection, and livestream.
- Design and program lighting for worship services and special events.
- Recruit, train, schedule, and support A/V volunteers; provide real-time leadership during services.
- Ensure presentation slides and media are accurate, consistent, and aligned with service plans and musicians.
- Communicate and coordinate worship slide presentation changes with Administrative Assistant of Ministry Support and Worship Leadership Team.
- Maintain basic organization and readiness of A/V and Lighting equipment and systems.
- Coordinate livestream scheduling and recording for services and special events.
- Assist with planning and implementation of future technology initiatives (e.g., presentation software transitions).
- Collaborate closely with pastors and worship leadership to support service needs and maintain alignment with church mission.

Time Commitment & Compensation

- Part-time, approximately **15–20 hours per week**, including services.
- Hours may increase temporarily during major events and holidays.
- Compensation: approximately **\$25/hour**, targeting ~\$20,000 annually.

Working Conditions and Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal school facility levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal school facilities, outdoors and on the telephone; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, stoop, sit on the floor, climb stairs, walk and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.