



Worship Technology and Communications Coordinator
Orchard United Methodist Church
Farmington Hills, MI
Reports to Senior Pastor

The ideal candidate will possess proven ability in audio and video technology and production. You will oversee all audio and video aspects of worship services and music. You will produce video content for worship, events, and promotional material. You will support the music director with all aspects of music ministry. You will work with staff to recruit, train, and supervise volunteers for the worship media arts ministry.

You will oversee all forms of digital and print communications which includes weekly emails, social media management, website management, email and phone support, worship bulletins, and monthly publications.

This is a Part-Time, hourly position of approximately 15-20 hours per week at \$16,000-20,000, with a review at the 60, 90 and 120 day mark. Paid time off is available.

Worship Technology Responsibilities:

- Create graphic and video content for worship services, events, and promotional material
- Oversee and direct worship presentation, live stream, and audio booth
- Support music director, choir, and praise band as audio engineer
- Recruit, train, and supervise volunteers for audio/visual needs
- Work with clergy to enhance worship experience.
- Attend weekly staff meetings and hold flexible office hours to be determined

Communications Responsibilities:

- Create print and electronic publications for worship, special services, and monthly communications
- Maintain and update all social media and website platforms
- Oversee all church promotions
- Create weekly electronic communication with the congregation
- Coordinate with the Office administrator for email support, marketing, and other communications

Qualifications:

- 2+ years of church media direction preferred
- 2+ years of video and audio production experience preferred
- Musical background preferred
- Strong organizational skills
- Strong written and verbal communication skills needed
- High level of computer, social media, and technology competency required

To apply, please send a cover letter and resume to ministry@orchardumc.org