



Production Coordinator

Job Description

www.summitpoint.org

TITLE: Production Coordinator

EACH MINISTRY OF THE CHURCH INCLUDES A COMMITMENT TO SIX CORE VALUES:

Preach Boldly; proclaiming the truth of God. (Nehemiah 8:8)

Worship Authentically; celebrating the person of God passionately and completely. (John 4:24)

Pray Dependently; approaching the presence of God fervently and expectantly. (1 John 5:14)

Witness Courageously; sharing the gospel of God wisely and respectfully. (1 Peter 3:15)

Gather Purposefully; engaging the people of God transparently and hopefully. (Hebrews 10:19-25)

Plant Strategically; building the church of God locally and internationally. (Acts 14:21-23)

POSITION OBJECTIVE:

To help our church remain effective and contemporary in all areas of production.

PERSONAL COMMITMENT TO THE VISION OF SUMMIT POINT CHURCH:

Our expectation is that all employees will, along with their spouses and children, seek to model the vision of a complete disciple. We expect that all employees and their families will seek to:

- **Worship** Christ by consistently attending and engaging in our Impact Services
- **Walk** with Christ by consistently engaging as a part of an age-appropriate Impact Group experience at Summit Point
- **Work** for Christ by faithfully serving in the ministries of Summit Point as makes sense based on age and life situation
- **Witness** of Christ by regularly being part of the outreach ministries of Summit Point, and by personally sharing their faith with others.

SPIRITUAL & CHARACTER QUALIFICATIONS:

The Production Coordinator should:

- have a clear testimony of faith in Jesus Christ and a passionate, growing, personal relationship with Him;
- have a history of moral purity;
- be a self-starter with drive, passion and initiative;
- be teachable and willing to be held accountable
- be a team player with a positive attitude
- have the attitude of a minister and able to minister more than being ministered to
- be a member of Summit Point Church or become one at the time of hire.

PROFESSIONAL QUALIFICATIONS:

- effective problem-solving skills
- attention to detail
- excellent interpersonal and organizational skills
- team-building skills
- prior experience in a production environment utilizing digital audio consoles, industry-standard lighting software (GrandMA, Vista), industry-standard presentation software (ProPresenter, Resolume), and broadcast and cinema cameras preferred
- enthusiasm for the doctrine, vision, core values and ministry philosophy of Summit Point Church

POSITION DESCRIPTION:

The responsibilities of the Production Coordinator include:

Production Support:

- serve regularly as part of the Production Team for weekly services and special events
- oversee and prepare weekly production elements for a portion of Student and Children's Ministries
- work with Production Director to prepare production elements for weekly services and special events as needed
- work with Production Director to manage staging throughout the church as directed
- assist with filming, editing and delivery of video content as needed for church ministries
- organize and lead Production teams for Student retreats and camps

Worship & Production Staff:

- meet weekly with Worship and Production Team
- serve as part of creative planning team developing special services, service elements, and staging
- work with Worship & Production staff to grow and develop production volunteers throughout the church
- be part of team covering Production needs throughout church (Women's, Men's, Young Adults, etc.)

SUMMARY OF QUALIFICATIONS

Work within the Worship and Production team to ensure a powerful, impactful worship experience at each Summit Point event.

SALARY AND BENEFITS:

- This is a full-time salary position (40-45+ hours)
- A competitive salary and benefits commensurate with experience will be provided.

Serious candidates should submit a cover letter and resume to:

Steve McGinnis**Business, Missions, and Family Pastor**

Summit Point Church

Attn: Production Coordinator

401 Cimмерon Dr.

East Peoria, IL 61611

Or email to: smcginnis@summitpoint.org