



Application Packet for A/V Technical Coordinator

Application | Please complete the application and email it with your resume to jobs@graceinauburn.com

Application Deadline | The position is open until filled

For More Information | Contact jobs@graceinauburn.com

For Information about the Church | see our website at www.graceinauburn.com

What We're Looking For

Someone who is called to ministry

Make no mistake: this is as much a ministry position as it is a technical position. We are looking for someone who is a faithful and growing believer who wishes to serve the cause of Christ and the people of Grace Community Church with their audiovisual (AV) design and technical skills.

Someone who has a well-rounded knowledge of audio, video, theatrical lighting production, and design.

Being successful in this role requires a holistic understanding of all the elements of production—and how they work together, a huge asset when things are going wrong and someone needs to quickly troubleshoot. MEWP certification or other related certifications and knowledge of Adobe software (Premiere, Illustrator, Photoshop), DAWs (ProTools, Logic Pro, Ableton Live) and/or any other related software are a plus. (Don't be overly discouraged if only one of these is a strong suit; we are open to having an intentional learner who is able to develop new skills along the way.)

Someone who has good organizational skills.

A lot of the job is logistics. There are many moving parts, and being organized not only helps get things done, but it makes the difference in reducing stress on the entire team. The key is to be organized and structured, but not for that structure to be overly burdensome on others.

Someone with the ability to be able to recruit and lead volunteers in the various positions of the AV team.

All the various roles cannot be filled by one person, which makes recruiting, leading, and training volunteers a big part of the job. In addition to technical expertise, the emotional intelligence needed to build a team is a necessary skill set.

Someone who has the ability to partner effectively with the Worship and Media Teams so that they feel supported.

We are looking for a Tech Lead who thinks of their work holistically rather than just individually. Even when plans change, "impossible" tasks are assigned, and "no one understands," we're looking for someone who can work well together with others and communicate through these challenges effectively and in a way that honors God. None of us are perfect, but we want to have a team that can work well together.



A/V Technical Coordinator

DETAILS

Department: **Worship & Arts/Media**

Type: **Regular; Full-time; Hourly; Non-Exempt**

Schedule: **Somewhat flexible based on ministry needs, with regular weekend responsibilities**

OVERVIEW

The Technical Coordinator supports all ministry departments—with a particular emphasis on Worship & Arts and Media—by providing technical expertise related to A/V systems and equipment to ensure that services and events across all ministries can utilize A/V technology efficiently, effectively, and strategically. The A/V Technical Coordinator understands audio, video, and lighting. The A/V Technical Coordinator also recruits, trains, schedules volunteers and produces services and special events, including but not limited to weddings and funerals.

FUNCTIONS & RESPONSIBILITIES

Technical Support

- Provide and maintain a reliable system for providing technical support for all worship services and events to ensure that every worship service and event is vibrant, distraction-free, and technically well-supported. This includes (but is not limited to):
 - Audio mixing, monitor mixing, and audio recording
 - Lighting production
 - Video recording and live streaming production
 - ProPresenter/PowerPoint presentations
 - Prepare stage for rehearsals, worship services, and events
- Recruit, train, and deploy a healthy rotation of A/V interns and volunteers who help to ensure quality, distraction-free environments for worship services and events; provide spiritual and technical mentoring as needed.
- Participate in weekly meetings for weekend services planning and review.
- Provide basic training in the use of the church's available A/V equipment to other ministries' staff and volunteers.
- Update and maintain production technologies, ensure that campus technologies are in working order.
- Responsible for repair, maintenance, and troubleshooting for all A/V systems in the church facility: researches and provides recommendations regarding repair or replacement of technical equipment needed to achieve ministry goals
- Advise on future purchases, and keep reliable records for purchases and licensing

- Performs minor installs of A/V equipment and manages bidding, contracting, and install cycles for any out-sourced projects.
- Responsible for maintaining a routine-preventive-maintenance plan for A/V systems.
- Works with the Senior Pastor on special projects, and available to support requests from department managers related to technical needs.
- Maintains consistent and effective communication with the staff, particularly with the Senior Pastor, the Media Director, the Worship & Arts Pastor.

Media Support

- Responsible for distribution of media content through a variety of distribution streams.
- Oversees and ensures the quality of the church's live streaming environment.
- Responsible for all technical aspects of the church's podcast implementation.
- Supports the Media Director in the technical aspects of the media ministry as well as budgeting and administration.
- Coordinates with Media and Worship & Arts leaders to provide training for interns and volunteers in the technical aspects of ministry.

QUALIFICATIONS & REQUIREMENTS

- Three+ years audio/visual or integrated technical experience.
- Three+ years of project management experience.
- High School graduate or equivalent required; college degree and/or post-secondary technical training preferred.
- A willingness to gain a growing understanding in the technical field with the ability to research and recommend best solutions and practices.
- A team player with good interpersonal communication skills.
- Experience working in a fast-paced ministry/church role preferred.
- Embrace the church's vision, direction, strategies, and approach to ministry and unreservedly hold to the church's statement of beliefs.
- Relate to the church family and to the general public in a manner that honors and represents Christ well.
- Be a member of Grace Community Church, or become a member within 6 months of employment

ACCOUNTABILITY

Accountable to: **Worship and Arts Pastor**

Interfaces with: **Senior Pastor; Worship & Arts Pastor, and Media Director (primarily); other department managers and IT vendor (occasionally)**

Accountable for: **Assigned interns and volunteer teams; outside A/V service providers**



Grace Community Church Employment Application

It is the policy of Grace Community Church ("Grace") not to discriminate on the basis of race, color, national origin, sex, marital status, age, or disability in its programs or activities, to the extent the law and regulations apply to Grace. As a religious non-profit organization, Grace may prefer employees on the basis of religion.

Applicant Information

Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Home Phone: (____) _____ Daytime phone if different: (____) _____ Cell: (____) _____

Date Available: _____ Email: _____ Are you 18 years of age or older? YES NO
 Position Applied for: _____ Full Time Part Time Hours per wk _____

Are you a citizen of the United States? YES NO If no, are you legally authorized to work in the United States? YES NO

Have you ever worked for this church? YES NO If so, when? _____

Are there any facts or circumstances that would call into question your involvement in an environment where children or youth may be present? YES NO

Are you currently under indictment, on probation, parole, or work release? YES NO

Have you ever been investigated by the Department of Social and Health Services, including, but not limited to, Child Protective Services, or a similar department or agency in any other state or jurisdiction? YES NO

Have you ever had your driver's license suspended or revoked for any reason? YES NO

Have you ever been dismissed or discharged from a position (as an employee or volunteer) or have you left to avoid discipline or discharge? YES NO

Have you ever perpetrated violence in the workplace? YES NO

Answering "yes" to the questions above will not necessarily bar you from employment.

If you have used a name other than the one listed above during the last five years, please list it here: _____

Education

List all schools beginning with high school:

Circle the highest grade completed: 8 9 10 11 12 GED College: 1 2 3 4 Graduate: 1 2 3 4

School	City/State	Dates		Graduated?		Degree/Major
		From:	To:	YES	NO	
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

YES NO

Church Background

Please provide the following information concerning your church attendance over the past five years:

Church Name	Address	Dates Attended	Phone
_____	_____	_____	() _____
_____	_____	_____	() _____
_____	_____	_____	() _____

Previous Employment

List your last 3 employers beginning with your current or most recent employer:

Company: _____ Phone: () _____
Address: _____ Supervisor or contact: _____
Position: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____
Address: _____ Supervisor or contact: _____
Position: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____
Address: _____ Supervisor or contact: _____
Position: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

References

Please list 3 personal references, not relatives or supervisors, whom you have known at least three years.

Full Name: _____ Relationship: _____

Company: _____ Phone: (____) _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: (____) _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: (____) _____

Address: _____

Training and Experience

List any additional training or experience you have had that qualifies you for the position you are seeking, including any professional license or certification:

Additional Information

If you feel that the application does not give you adequate space to describe your full qualifications for the position for which you are applying, you may use this space to expand upon any statements made in other sections of the application form. Attach additional sheets if necessary.

Spiritual Walk

Please tell us about your Christian experience, e.g., How long have you been a Christian? Have you been involved in ministries or taken classes on spiritual growth? What are you doing now for your spiritual growth? Include any volunteer ministry involvement.

Volunteer History

To what organizations have you offered voluntary services in the past 10 years? Explain your role, give the names of the organization and your supervisor and the reason you discontinued your involvement (if you are no longer involved).

Organization: _____ Phone: _____ ()
Supervisor
Address: _____ or contact: _____
Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Organization: _____ Phone: _____ ()
Supervisor
Address: _____ or contact: _____
Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Organization: _____ Phone: _____ ()
Supervisor
Address: _____ or contact: _____
Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Agreement

My answers in the Application are true and correct and complete to the best of my knowledge. I understand that any false, incomplete, or misrepresented oral or written statement of any kind contained in my application materials or made in the course of any related application process, whether made by me or by others at my request, may result in my disqualification for employment, or termination of my employment (if discovered after I am hired).

I have been provided a copy, read, and signed the Statement of Faith and Conduct. If I am employed, I understand and agree to be bound by the bylaws and policies of the church, and to refrain from any conduct in violation of the church's teachings or the Statement of Faith and Conduct.

I understand and agree that no offer or promise of employment has been made. I understand and agree that if I am employed, my status at Grace is "at will," which means that either Grace or I can terminate the relationship at any time, with or without prior notice, and for any reason. I understand that no representative of Grace, other than the Senior Pastor, has any authority to enter into any agreement for employment for any specific period of time or to make any agreement contrary to the foregoing.

I understand and agree that any offer of employment that may be made to me is contingent upon satisfactory reference information, the presentation of documents that prove my identity and eligibility for employment in this country, and upon satisfactory completion of any background inquiry or other test deemed appropriate by Grace in its sole and absolute discretion. I also understand and agree that if I am employed with Grace, I will be required to be or become a member or partner of Grace within six months of my hire date, unless this requirement is waived in writing by the Business Office.

I authorize Grace to request criminal background checks on me before or after any offer of employment. I understand that I will be notified of the results of the background check within 10 days of receipt and provided with a copy upon request. I authorize Grace to request my driving record (if I may operate a commercial vehicle on behalf of Grace) before or during employment.

I have read and signed the Release and Permission to Procure a Report for Employment Applicants and Employees (Exhibit 1), Release (Exhibit 2) and the Statement of Faith and Conduct (Exhibit 3).

Applicant's
Signature: _____

Date: _____

Exhibit 1
Release and Permission to Procure a Report for
Employment Applicants and Employees

Please type or print legibly your name as it appears on your driver's license

Name: _____
Last *First* *Full Middle*

Address: _____
Street Address *Apartment/Unit #*

City *State* *ZIP Code*

Please list other names used and dates of name change in the last ten years.

Full Name *Date*

Full Name *Date*

Date of Birth: _____ Social Security Number: _____ Driver's License #: _____

Have you ever been convicted of a crime (misdemeanor or felony)? YES NO *If yes, please provide details of all convictions and locations of all convictions. (A yes answer will not necessarily disqualify you from employment.)*

Please list residences in the last 10 years:

State: _____ City: _____ County: _____ Years: _____ to _____
 State: _____ City: _____ County: _____ Years: _____ to _____
 State: _____ City: _____ County: _____ Years: _____ to _____
 State: _____ City: _____ County: _____ Years: _____ to _____

I, the undersigned, understand and agree that Grace Community Church (the "Church") may seek to obtain a consumer report on me for purposes of evaluating me for possible or continued employment. A "consumer report" may include, but not be limited to, information concerning my criminal record, driving record, civil litigation history, education, credit worthiness, credit standing, credit capacity, character, academic background, credentials, work habits, work performance, reasons for work termination, general reputation, personal characteristics, trustworthiness, and others. I understand and agree that this report may be kept on file and used by the Church to request consumer reports on me for purposes of evaluating me for promotion, reassignment, or retention as an employee of the Church. I hereby agree that a photographic copy or a telephonic facsimile of this document shall be valid for all purposes present and future. I further understand that, upon my written request, the Church will provide me with a complete and accurate disclosure of the nature and scope of the consumer report requested and a copy of my rights, if any, under the Fair Credit Reporting Act. I understand that information obtained from any consumer report shall be used solely for the purpose of making employment decisions.

RELEASE: I, the undersigned, hereby release and discharge to the extent permitted by law, Grace Community Church and its directors, officers, employees, volunteers, and other agents, and any individual or agency obtaining information for Grace Community Church, from any and all claims known or unknown, damages, losses, liabilities, costs, or other expenses arising from the retrieving, reporting, and/or disclosure of information in connection with obtaining any consumer reports (as described above) related to me. I understand and agree that nothing in this document shall limit or supersede any other document I have signed or may sign regarding background checks, reference checks, or other matters.

Applicant's Signature: _____ Dated: _____

Exhibit 2

Release

(INCLUDING AUTHORIZATION OF RELEASE OF INFORMATION, AND DEFENSE, INDEMNIFICATION, AND HOLD HARMLESS OBLIGATIONS BY APPLICANT)

I, _____, have applied for employment at Grace Community Church.

I authorize Grace, in its efforts to process my application and to check my background and contact references, to provide a copy of this release to any person or entity, and authorize Grace and other parties to treat a facsimile copy of this release as if it were the signed original.

I authorize Grace to contact any person or entity to obtain information about me, including the employers, organizations, supervisors, governmental agencies and references that I list in my application and others identified by Grace. Without limiting the foregoing, I understand and agree that this release allows the Department of Social and Health Services, including Child Protective Services, to release information concerning me.

I hereby request, consent to, and authorize any current or former employer, person, firm, corporation, organization, education or vocational institution, or government agency to provide Grace with information they have regarding me, including the release of information concerning my performance, qualifications, personal and work history, dates of employment, dates of volunteer service, job titles, reasons for leaving, salary, and opinions about me. The released information may be in the form of a letter of reference, a response to an evaluation form prepared by Grace, telephone interviews or other interviews initiated by Grace, or any other means deemed appropriate by Grace. I understand that the information released may include facts and/or opinions that are unfavorable to me and/or with which I may disagree.

I hereby expressly waive any and all rights I may have of access to any letter of reference, to any response to an evaluation form, to anything discussed in telephone conversations or interviews, or information otherwise obtained by Grace, including any right to inspect and review, any right to have a copy made for my use, and any right to request an amendment of or correction to any released information.

I hereby release and agree to defend, indemnify, and hold harmless Grace and its past, present, and future pastors, Elders, deacons, leaders, employees, directors, officers, volunteers, agents, successors and assigns, and insurers from any and all liabilities arising from or in any way related to requesting or receiving information about me. I also release and agree to defend, indemnify, and hold harmless any person or organization or entity (whether listed in my application or not) and its respective directors, owners, officers, employees, volunteers and agents who provide information or references about me to Grace from and against any and all liability arising from or in any way related to their disclosure of any information or opinions about me.

I hereby acknowledge that I have read, understand, and willingly sign and agree to this document.

THIS STATEMENT CONTAINS A RELEASE OF CLAIMS AND AN OBLIGATION TO DEFEND, INDEMNIFY AND HOLD HARMLESS GRACE AND OTHERS.
PLEASE READ IT CAREFULLY.

This signed Release must be a part of the application package. The Release must be mailed, faxed, or taken to Grace for the application to be considered complete.

Applicant's
Signature: _____

Date: _____

GRACE COMMUNITY CHURCH

STATEMENT OF FAITH

The Bible

Matt 5:17-18
Luke 24:27
John 5:39
John 10:35
Acts 17:2-3
Rom 15:4
II Tim 3:16-17
II Pet 1:21

We believe that “*all Scripture is given by inspiration of God,*” by which we understand the whole Bible is inspired in the sense that men of God “*were moved by the Holy Spirit*” to write the very words of Scripture. We believe that this divine inspiration extends equally and fully to all parts of the writings—historical, poetical, doctrinal, and prophetic. We believe that the whole Bible as originally written is therefore without error. We also believe that all the Scriptures were designed for our practical instruction.

The Nature of God

Gen 1:1
Deut 6:4
John 4:24
Matt 28:19-20
I Cor 13:14

We believe that there is one eternal and true God who exists in three persons—the Father, the Son, and the Holy Spirit—all having precisely the same nature, attributes and perfections, and worthy of precisely the same worship, trust, and obedience. In the beginning, God created out of nothing the world and all the things therein, thus manifesting the glory of His power, wisdom, and goodness. By His sovereign power He continues to sustain His creation. He reigns with providential care over His universe, His creatures and human history according to the purposes of His grace. He is all-powerful, all-loving, all-knowing, all-wise, and all-present.

The Nature of Man

Gen 1:26-30
Gen 3:1-24
Pss 51:5
Rom 3:10-12, 23
Rom 5:12

We believe that mankind, in the persons of Adam and Eve, was created in the image of God, without sin, and enjoyed unimpaired fellowship with the Lord; but, by voluntary transgression, man fell into sin, thus marring the image of God in human beings and condemning the race to eternal separation from God. Being alienated from God and having suffered the corruption of his nature, man is unable to please God.

The Person and Work of Jesus Christ

Matt 1:18-25
John 1:1-3; 14
John 17:7-14
Acts 1:8-11
Rom 3:21-31
Rom 6:23
II Cor 5:21
Phil 2:5-8
Col 1:15
Heb 1:1-3
I Pet 2:24-25

We believe that God the Son, existing eternally and co-equally with the Father and Spirit, added to His divine nature a fully human nature and body by miraculous conception through the Holy Spirit and virgin birth. The Lord Jesus Christ perfectly revealed and accomplished the will of the Father, identifying Himself completely with mankind, yet without sin. He lived a life of perfect obedience to the Father and voluntarily atoned for the sins of all by dying on the cross as their substitute, thus satisfying divine justice and accomplishing salvation for all who trust in Him alone. He rose from the dead in the same body, though glorified, in which He lived and died. He ascended into heaven, and sat down at the right hand of the Father, where He, the only Mediator between God and man, continually makes intercession for His own. He shall come again to earth, personally and visibly, to consummate history and the eternal plan of God.

The Person and Work of the Holy Spirit

John 14:16-17
John 16:8-11
Acts 5:3-4
Rom 8:9-11, 16-17
I Cor 3:16-17
I Cor 6:19-20
I Cor 12:1-13
Gal 5:22-23
Eph 1:13-14; 5:18
Titus 3:5-6

We believe that the Holy Spirit is God, co-equal with the Father and the Son, and of the same attributes and nature. He inspired men of God to write the Scriptures, and enables believers through illumination, to understand the Bible. The Holy Spirit exalts Christ, convicts of sin, and calls people to Jesus Christ, the Savior. The Holy Spirit, upon regeneration, baptizes, indwells, and seals the believer. The Holy Spirit gives spiritual gifts and desires to fill and empower believers so they may effectively serve the cause of Christ. He cultivates Christian character and comforts believers in the process of restoring and renewing the image of God in them.

Salvation

Acts 16:30-31
Rom 6:23; 8:29-39
II Cor 5:17-21
Eph 2:8-10
Phil 1:6
I Tim 2:5
John 10:28

We believe the only means of escape from the condemnation of sin is through the redemptive work of the Lord Jesus Christ. This offer of salvation is received on the basis of grace by all those who repent of their sins and believe in Him. When God has begun a saving work in the heart of any person, He gives assurance in His Word that He will continue performing it until the day of its full consummation.

The World to Come

Matt 16:17
Matt 24:1-25:46
Luke 17:20-37
John 14:1-3
I Cor 15:35-38
II Cor 5:6-10
I Thes 4:13-5:11
Heb 9:27-28
II Pet 3:1-18
Rev 20:1-22:15

We believe that God will bring the present world to an end according to His sovereign will and purpose. After His second coming, Christ will judge all people, determining the fate of each individual. For unbelievers, God's judgment will reveal His justice in consigning them to perpetuate in eternal retribution their own rejection of God, and thus, their eternal separation from Him. Believers will be received into eternal communion with God.

Exhibit 3

Statement of Faith and Conduct

In applying for work at Grace Community Church, my purpose is to cooperate fully with the other workers to advance the cause of our Lord Jesus Christ through this local church.

As I join with fellow believers in this commitment, I sincerely affirm that I am trusting solely in the merits of Jesus Christ for my salvation from sin. In anticipation of working here, I gladly covenant with God that by His enabling grace I will endeavor to conduct my life in accordance with the following scriptural principles.

1. I will sincerely pray that Christ be exalted and that lives be blessed through the ministries of the church (2 Thessalonians 3:1).
2. I will endeavor to live in a way that consistently honors Jesus Christ, whom I acknowledge as the Lord of my whole life (Ephesians 4:1; 1 Corinthians 6:12-20; Ephesians 5:1-21; Galatians 5:16-26).
3. I will participate as regularly as possible in worship and fellowship with this congregation (Hebrews 10:25).
4. I will seek to discover my spiritual gifts and use them in some form of Christian service within this church (Ephesians 4:11-13).
5. I will endeavor to participate faithfully in the financial support of the ministries of this church (2 Corinthians 9:6-11).

My acceptance of the above scriptural principles is a pledge to the Lord and is made in joyful anticipation of working together with others to promote the spiritual ministries of this church.

Applicant's
Signature: _____ Date: _____