**JOB DESCRIPTION**

**Production Associate (Hispanic Ministry)**
Production Ministry Team  
Worship Arts Department

Reports To: Director of Production Arts  
Category of Employment: Support Staff, Temporary, Part-Time  
Payroll Status: Hourly, Non-Exempt  
Office Hours: 5 hours per week

*The mission of Compassion Christian Church is to lead people to a life-changing relationship with Jesus Christ.*

**Job Summary**
To further the mission of the Church by effectively assisting in the oversight of the Production in Hispanic Ministry with emphasis on Sound Engineering, by encouraging and promoting worship centered on the principles of Biblical Community and spiritual formation.

**Minimum Qualifications**
1. **Experience:** Minimum of three (3) years experience as a leader in a production ministry.
2. **Education:** Minimum of a bachelor’s degree from an accredited college or university preferred. Consideration will be given to candidates having experience and demonstrated proficiency in field.
3. **Knowledge, skills, and gifts:** The candidate should have extensive technical experience, demonstrating expertise in sound engineering and audio equipment. Candidate must exhibit excellent computer knowledge, experience and proficiency with Microsoft Office applications including Word, Outlook, Excel, Publisher and PowerPoint. Candidate must exhibit excellent leadership, organizational and interpersonal relational skills. Candidate must be tried and proven in ministry and have a passion to share Jesus. Candidate must demonstrate a Christ-like attitude in words and actions, being able to work with a wide variety of people. Candidate must be able to problem solve, maintain and protect confidentiality, and have excellent written and verbal skills. Must be a motivated and effective recruiter and manager of volunteers.
4. **Physical Demands:**
   a. May be called upon for lifting, pulling, bending, climbing, carrying, and pushing as needed to set up activities and events.
      i. Executive tasks at heights at 50+ feet (stage re-set, projector maintenance, hanging fixtures, etc)
      ii. Must be able to lift 60 pounds unassisted.
      iii. Ability to stand or sit for extended periods of time
      iv. Ability to crawl/kneel to perform tasks
   b. Operation of church vehicles.

**Expectations**
1. Exhibits a meaningful and growing personal relationship with Jesus Christ.
2. Engages in a regular and ongoing (meeting at least monthly) accountability relationship with a staff partner or other approved person.
3. Recognizes that our work is important and deserves our very best.
Conditions of Employment
1. Models the Biblical standard of personal conduct and lifestyle.
2. Supports and adheres to the Mission, Vision, Values, and Philosophy of Ministry of CCC, including the CCC Statement of Faith.
4. Must be an active, participating member of Compassion Christian Church or another Bible-believing church.

Duties and Responsibilities (Essentials)
1. General staff responsibilities:
   • Provide leadership in meeting team/ministry goals and objectives.
   • Serve as a mentor to volunteers on the production team to ensure cohesive team performance.
   • Recruit, train, schedule, equip and supervise volunteers for the ministry.
   • Assist Director of Production Arts in the preparation and administration of budgets
   • Facilitate open lines of communication between team members and the Director of Production Arts.
   • Participation in monthly “All-Staff Meetings”, as well as called departmental meetings, and other required staff events.

2. Specific ministry duties and responsibilities:
   • Work with the Hispanic Ministry Pastor and Worship Leader to plan and execute all services and special events. Duties may include but not limited to resetting the platform for different band placement, programming audio and video systems and updating planning center documents.
   • When necessary, work with the Director of Production Arts to secure coverage for services and events.
   • Operate the audio system for rehearsals and services.
   • Plan and program the video systems for services for operation by volunteers.
   • Participate in evaluating, planning and gathering resources for worship services.
   • Assist in the oversight and management of all technical equipment related to Hispanic Ministry.
   • Bi-lingual Spanish and English speaking.

3. This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties may be assigned.

Performance and Evaluation
Success in the position will be measured according to the performance assessment tool approved by the Executive Pastor. Performance will be evaluated in relevant areas, including but not limited to: completion of ministry goals and individual tactics, communication, teamwork, leadership, creativity, responsibility, self-motivation, attitude, and potential for growth.

Employee Acknowledgement
My signature will acknowledge that I have read and understand the above Job Description. Further, I understand that this Job Description provides position essentials and the general duties, responsibilities, and specifications of the position; that it may be changed at any time to meet the needs of CCC; and, that it in no way constitutes an employment contract or otherwise alters my “employment at will” relationship with Compassion Christian Church.

Printed Name of Staff Member:

Signature of Staff Member Date

Job Description Approved: DLM (HR Initials) (DH Initials) Reformatted 09/30/16