

Video Coordinator

Our mission is to help as many people as possible become totally committed to Jesus Christ

Primary Description:

To create compelling videos that communicate for Shoreline Community Church.

Status: Full Time

Lines of Accountability: Technical Director

Ministry Responsibilities:

1. Produce Videos for Church Use

- Conduct preparations and shoots in a professional manner
 - Use a script
 - Use a shot list
 - Plan lights
 - Utilize and develop a volunteer team that have defined roles at shoots
 - Camera (Cinematography)
 - Sound (Audio)
 - Load checklist
 - At shoot checklist
 - Cleanup checklist
- Produce the Shoreline Update for every week
- Complete 2 testimonial/ ministry highlight videos a month.
- Complete 2 special production videos a month.
- Create reporting videos on activities of the church and special events as needed.

2. Mobilize Volunteers

- This position as a Director must model, ask and empower people to be involved.
- Assess the skills and train people.
- Coordinate members of the church body in areas of gifting to have a team approach to video creation.

3. Acquisition and Documentation of Events

- At least 1 hour every week spent filming a ministry
- Catalog and organize ministry footage immediately after shooting

4. Web Media Management

- Upload Videos on Friday after final review (Shoreline Update, MyLife, Special Videos)
- Organize a database for the library

5. Maintain and Track Church Video Gear

- Asset tag video gear
- Maintain gear in church asset database
- Evaluate gear condition and plan for repairs

7. Maintain Film Library

- Have an organized and backed up film library that is organized and indexed
- Organize a database for the library

Therefore, since we are receiving a kingdom that cannot be shaken, let us be thankful, and so serve God acceptably with reverence and awe!

(Hebrews 12:28)