

Technology Connections Facilitator Position Description Gateway Presbyterian Church

Position Summary:

This part-time position reports to the Head of Staff/Pastor and is responsible for the coordination of access, technology implementation and integration, and training of the volunteer team. As a member of the Worship team this individual directly supports the access of the congregation to the ministry of Gateway Presbyterian Church.

Primary Responsibilities:

- Serve as principal coordinator and/or facilitator for online and hybrid worship and other meetings/gatherings.
- Maintains hardware and software inventory of technology-related property, including an annual accounting to Session of all real or virtual assets.
- Recruit and train, ongoingly, a team or volunteers who can effectively manage the weekly details of conducting online and hybrid models of worship and other meetings.
- Ensures consistent and quality access for all congregants through synchronous, hybrid, and asynchronous worship, study, meetings, and other ministry related activities.
- Connect to committee chairpersons, other church leaders and staff to provide support and education regarding hardware, software and other needs related to technology.
- Document and update Operations and Procedures for hardware, software, applications, processes, access, and other related needs as identified by committee or Head of Staff.

Ministry and Faith:

The person who fills this position will be a Christian and this ministry will serve to support the mission and vision of Gateway Presbyterian Church.

Accountable to:

Gateway Presbyterian Church Head of Staff

Evaluation:

An evaluation will be performed after 6 months and annually thereafter by the Pastor/Head of Staff.

Qualifications and Skills:

Proven experience and ability to provide technical and technological support to congregational life and church ministry.

Vacation:

After the first year of employment, the Technology Connections Facilitator shall receive 2 weeks of paid vacation.

Compensation:

Annual salary will be paid monthly.

Total Compensation: \$5,000 + 2 weeks paid vacation

Approved by Session: (10/13/2020)