



POSITION TITLE: TECHNICAL PASTOR/DIRECTOR

POSITION SPECIFICATION: FULL-TIME (JUNE 2021)

Review: Annually

REPORTS TO: LEAD PASTOR

SPIRITUAL QUALIFICATIONS:

- Is a devoted follower of Jesus Christ committed to a personal life of holiness and biblical values that exceeds that required of members in PPC's constitution and by-laws, and includes:
 - a) Maintaining a consistent devotional life (practicing the disciplines of prayer and Bible reading)
 - b) Caring for the needs of spouse and children (if applicable)
 - c) Faithfulness in stewardship of time and tithes
 - d) A life without reproach in the community at large

PERSONAL QUALIFICATIONS:

- Knows he/she is ordained of God to a lifestyle in ministry of equipping God's people for works of ministry and considers ministry to be a calling (not a job/profession)
- Is committed to the doctrines and practices of The Pentecostal Assemblies of Canada as set out in the Statement of Fundamental and Essential Truths
- Demonstrates a Godly love for people and has a passion to reach lost people with the good news of Jesus Christ and to grow them in the faith

ACCOUNTABILITY:

- Reports directly to the Lead Pastor
- Will provide regular progress reports of ministry activities and objectives to the Lead Pastor
- Will provide financial reporting for your area of ministry and responsibilities every 6 months, to the Lead Pastor
- Will prepare an Annual Report of Ministry activity, as well as a ministry objectives report for presentation to the Annual Congregational Business Meeting
- Will prepare an Annual Budget for submission to the PPC Finance/Budget Committee for their consideration and inclusion in the Annual Church Budget

TECHNICAL PASTOR/DIRECTOR

TASKS AND RESPONSIBILITIES

PRODUCTION:

- Provides leadership to the technical operations teams (sound, lighting, livestream, etc.)
- Oversee the Media Department's Sunday production and contribute to all special events

MEDIA:

- Manage and Oversee media equipment during Sunday Services with the ability to step in and operate if needed
- Provide direction and contribute to creation of all video production for Church promotion
- Oversee Art Creation and Direction for Church in consultation with Lead Pastor
- Work with Lead Pastor on special research projects for sermon 'bites'
- Work with Media Team to provide weekly Graphic Design support for production
- Work with Media team to maintain and update PPC's website weekly
- Work with IT Team to provide weekly technical support for church ministries
- Facilitate recruitment and training of volunteers for technical teams
- Upload Video Announcements weekly

TECHNICAL SUPPORT:

- Manage, liaise and work with PPCs IT Provider and IT Committee
- Be the main point of contact for Rental Events requiring PPC auditorium
- Be the main point of contact for PPC Outdoor events requiring technical equipment
- Continual development of Church App and Online Giving Tools
- Troubleshoot Church Database / Computer issues as needed (church teams, Planning Center, etc.)
- Provide training to staff for Wix web development, general software updates etc.
- Update Digital Signage systems (Watchfire Ignite)
- Ensure VOIP phone systems are functioning and updated as needed

VIRTUAL CHURCH CONNECTIONS:

- Research and implement an Online Connections strategy to help PPC online audience feel connected to the PPC Church family
- Lead online moderators to help manage Livestream chat and build connections to virtual audience
- To be the initial pastoral connection for first-time guests who attend virtual services
- Help people assimilate into PPC Online Ministries
- Plan, organize and lead a regular new believers' class to help those new to faith Online
- Keep PPC current on new ways and ideas to attract Online viewers with goal to lead to Christ
- Establish PPC's global footprint by navigating unbelievers' path into this house – Kingdom building

OTHER:

- Participate in weekly staff meeting and other ministry related meetings (as required)
- Contribute and be a team player for church-wide events
- Other duties as required and assigned by the Lead Pastor (Job description is not all inclusive)

KEY SKILLS REQUIRED:

- Minimum 5 years of relevant work experience
- Knowledge and of Livestream and Website software
- Extensive knowledge of Projection Software (ProPresenter, Keynote, PowerPoint)
- Proven leadership and team building abilities
- Effective in problem solving and decision making, able to multi-task and meet timelines/deadlines
- Advance Computer hardware and software knowledge, skills or understanding
- Strong and integral work ethic
- Strong leadership and relational skills
- Strong communication skills
- Ability to work as a team and always portray the church, staff and ministry in the most positive light in the church as well as in the community

TECHNICAL COMPETENCIES:

- Proficiency in Windows 10 based PCs and MAC OS X (10.x and 11X)
- Proficiency in O365 suite (Word, Excel, PowerPoint, Outlook, Teams, One Drive)
- Proficient in Online and digital publishing/hosting platforms (YouTube, Zoom, Teams)
- Experienced audio engineering knowledge with Dante, miking techniques and troubleshooting
- Knowledge of live streaming service platforms (OBS, Resi, YouTube streaming)
- Knowledge of live stream audio mixing techniques
- Knowledge of DMX lighting and visual design software (Elation ONYX, ProPresenter)
- Knowledge of live video control software (OBS, Blackmagic, Roland, PTZ Optics)
- Knowledge of VoIP Telephone systems
- Comprehensive understanding of Security Technologies, Operations and Processes (Site securities, efficiency configurations)
- Understanding of IT networking
- Understand how to troubleshoot and maintain AVL equipment

If you are interested in applying for our Technical Pastor/Director position at Pickering Pentecostal Church, please send your resume to HR@ppclife.ca