

JOB DESCRIPTION
VIDEO PRODUCTION ASSISTANT
CAMPUS: BATH



Ministry Area: Communications

Ministry Position: Video Production Assistant

Time commitment: 10 hours per week, part-time hourly, non-exempt status

Reports to: Jasmine Harp, Video Manager

Position Overview

This position will help with the production of video projects at the Bath Campus. The role includes working with the video manager and volunteer teams.

Essential Job Functions

- Assist in the planning, production, and editing of video projects for weekend services.
- Work with the communications team to develop content for marketing and social media.
- Capture footage of various all church events: bible camp, sports camps, splash bash, fall fest, Christmas, Easter, etc.
- Help development and co-lead volunteers to help capture the life of the church and deliver regular stories of life-change for a variety of outlets and purposes.
- Stay up-to-date on current communication strategies and trends, keeping Grace focused on the target audience for weekend service..

Spiritual Life

- Growing in faith as a believer in Christ (2 Peter 1:5-11).
- Must have a teachable spirit and servant's heart (Philippians 2:1-11).
- Has a vibrant prayer life, as this is the beginning to healthy ministry and job function (1 John 5:14).

General Requirements

- Is a faithful and committed attendee of Grace Church, Bath Campus.
- Adheres to and support the vision and philosophy of Grace Church and its leadership, including the Statement of Faith and Staff Creed.
- Have attended or is in the process of attending the campus introduction classes within the first six months of hire.
- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing scripture.
- Always being concerned about the spiritual welfare of others.
- Has a solid understanding of biblical community including participating in on-going biblical community at Grace Church.

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7.6.2023

- Possesses organizational and multi-tasking abilities and able to handle stressful situations with self-control and teamwork.
- Possesses a strong work ethic (We are the recipients of the Lord's money).
- Self-directed and a self-starter. Able to work independently with minimal supervision. Pro-active and dependable.
- Has a heart focused on ministry, not just a job.
- Handles confidential matters and material with integrity and humbleness within a team environment.
- Requires an intuitive understanding of sensitive ministry information. Communicates information to pastoral staff as appropriate.
- Is proficient and confident in your computer skills that include the programs of Microsoft Office; being willing to learn in-house management systems. Experience in WordPress is a plus.
- Has the ability to maintain a high level of accuracy in preparing and entering information developing processes to efficiently get the work finished promptly.
- Strong administrative, communication, planning and interpersonal skills.
- Is willing to perform other duties as required in a spirit of servitude.

Measured By:

- 30-60-90 day and annual review by the Video Manager.
- Input from leaders, staff, and volunteers.