



## Production Team Lead

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| <b>Reports to:</b>    | <b>Executive Pastor</b>                            |
| <b>Place of Work:</b> | <b>Elim Pentecostal Church Coventry</b>            |
| <b>Hours of Work:</b> | <b>Negotiable between 24 and 37.5 hours weekly</b> |

## **Introduction**

The Elim Pentecostal Church is a growing Movement of more than 550 Christian congregations in the UK and Ireland. Elim is also a leading UK charity operating within the non-profit sector as a single consolidated charity. Elim's core vision and distinctive characteristics arise from its spiritual heritage as a denomination focussed on Christian mission and ministry.

Coventry Elim is one of those 550 churches and has been based in the city centre since the early 1930's. It has grown to become a thriving multi-generational congregation comprising attendees from around 70 different nations.

## **The Role**

We are looking for a gifted, skilled and dynamic Production Team Lead to come and join Coventry Elim Church.

The weekly hours for this role are negotiable, but we would expect the successful candidate to be available for work on a Sunday. In addition to regular hours the candidate may be required to be flexible with some evening and Saturday work.

A genuine occupational requirement exists for the post-holder to be a committed Christian who assents to the Elim basis of faith in accordance with the Equality Act 2010. We expect the job holder to attend the Elim Coventry church regularly.

## **Job Summary**

As Production Team Lead, the successful candidate will be responsible for overseeing the production team and live stream team in the delivery of engaging and high quality worship services and events through the effective use of audio, lighting and media. This role involves the provision of leadership, training and pastoral support to team members, as well as monitoring production processes and maintaining equipment to meet expected standards. As a member of staff at Coventry Elim you will be expected to represent the vision and the values of the church both inside and outside of work.

## **Job Responsibilities**

- Lead, train and supervise production team members in order to maintain consistently, high quality production value at Sunday services and events, both in-person and online.
- Oversee the scheduling of production team members ensuring adequate coverage for all services and events.
- Lead team nights and team socials providing a mix of vision, training and community.
- Maintain and improve equipment and technical processes to ensure reliability
- Collaborate with ministry leaders to ensure all in-house events have the correct production equipment and support.
- Stay up to date with emerging technologies and trends in church production making recommendations for improvements and upgrades where appropriate.

## **Personal Expectations:**

This high-capacity leader will have a strong Christian faith and commitment to the local church. This person will be a self-motivated individual with good time management and interpersonal skills. They will have a mix of practical knowledge, along with people management experience. They will be discerning and decisive, will take initiative, will know how to lead up and down, and will have an overcoming attitude. It is our expectation that the successful candidate will operate with a high level of autonomy, professionalism, passion and dedication to deliver timely standards with a high level of attention to detail and accuracy.

## **Additional Requirements:**

Attending daily staff prayers at 9am on workdays.

Attending the Monday staff admin meeting at 9am.

Attending leader's meetings when required, including a bi-monthly Management Team meeting.

Connect with Line Manager on a weekly basis.

IT literate and a working knowledge of all Microsoft Office packages (e.g. word processing, spreadsheets, email and internet use).

Experience in using and maintaining audio/visual equipment.

Experience in video editing (preferable, not essential)

### **How to apply**

In order to express your interest in the role, applications can be made by sending a copy of your CV and a separate covering letter (maximum one side of A4) explaining why you believe you have the necessary skills and experience to fulfil the role and personal expectations as outlined above. These two documents should be sent to the Senior Pastor's email address: [duncan@elim-coventry.org.uk](mailto:duncan@elim-coventry.org.uk)

In addition to other information about your career, your CV must include details of education and your employment history, with dates. If there are gaps in your employment history, please include details.

**The closing date is 5pm Wednesday 17<sup>th</sup> April 2024 and interviews will be held on the 22<sup>nd</sup> April.**

Coventry Elim Pentecostal Church is a member of ELIM Foursquare Gospel Alliance. Registered charity 251549 (England & Wales)