

Job Description for Technical and Communications Administrator, Part Time Church of the Incarnation, Oakville

About Incarnation

- Incarnation is a progressive, contemporary place where people come together to build a stronger community, stronger relationships. We strive to be inclusive and COVID challenged our ability to stay connected in a meaningful way.
- We are one of the only churches in our area to truly embrace technology to present our weekly services during the pandemic. Our team of volunteers, and church leaders knew the importance of delivering a **live** service each week that allowed our congregation to participate in, not just watch, the service from home. We seek to continue this trend as we anticipate re-opening in the fall.

Role

- To coordinate, engage, and execute the virtual worship and community experience at Church of the Incarnation.
- To manage, update and coordinate all social media platforms at Church of the Incarnation.

Outline of general responsibilities

- The technical setup, and testing of equipment, one hour prior to the start of the Sunday service, delivery of the live 10 AM Sunday worship, tear-down of equipment after completion of service.
- Meet with leadership team twice a week to plan and coordinate worship.
- Be available through the year to provide technical support for special events and learning opportunities.
- Coordinate and train volunteers who will assist in the technical delivery of Incarnation events.
- Work with leadership to determine and deliver social media messaging. i.e. website, Facebook, Twitter, Instagram
- Ensuring that social media platforms are current and up to date

Outline of specific responsibilities

- Ensure technical equipment for the in-person and live Sunday service is set up a minimum one hour prior to service (in person at church)
- Meet with service participants thirty minutes prior to service for sound check and coordinate roles.
- Record important elements of the service or event and then post to the Incarnation YouTube channel as required.
- Meet with leadership team Tuesday mornings to develop and plan the upcoming week's service (in person at church or remote)
- Develop a weekly run sheet detailing all aspects of technical requirements consistent with the weekly worship.

- Meet with leadership team on Thursday at 11 am to review run sheet and service for week, plan for upcoming weeks and review social media messaging (in person at church or remote).
- Create a risk and continuity program to ensure all virtual events run smoothly without interruptions.
- In conjunction with leadership team, continue to develop ways to enhance the virtual experience for in-house attendees as well as home attendees.
- Sound and music- ensuring that sound quality both in-house and virtually is of superior quality. That means balancing an acoustic environment with the broadcast environment.
- Understanding how technology functions best with our music i.e. microphone positioning, use of mics
- Ensuring we have the necessary and proper technical equipment to ensure top quality experience for our community both in-house and at home.

Supervision, Support and Training

- The TCA will be supervised by the Rector and wardens of Incarnation.
- He/She will be a part of the leadership team.
- Training will be provided by the present volunteers and leadership team

Schedule of work hours

The expectation is that this will require between 10 and 12 hours per week. The hours will need to be understood as flexible given the varying schedule of events over the course of a year.

Participation Group

The TCA will work with parishioners, parish staff and lay leaders, including vulnerable persons generally in a group setting.

Risk Assessment Review

Risk	Description	Rating
Participant	Vulnerable persons in their homes, those living with mental health challenges;	Low
Setting	Church, residences, wider community settings	Low
Activity	Pastoral, Outreach, Education	Medium
Supervision	By Rector and Wardens	Medium
Nature of Relationship	Extends over time	Medium
Degree of Authority	Some Authority	Low
Physical Safety	Minimal physical risks	Low
Financial	No financial involvement	Low

Privileged Information	Some possession of privileged information	Low
Overall Risk to Person	Potential risk of damaged reputation, stress, safety	Low
Overall Risk to Parish	Potential risk of damaged reputation, legal claims, loss of insurability	Medium
Overall Risk to Diocese	Potential risk of damaged reputation, legal claims, loss of insurability	Medium

Consensus of Risk Assessment =Medium

Screening Requirements

The TCA will provide the designated diocesan persons with a Police Record Check and will adhere to the Volunteer and Screening Protocols for the Diocese of Niagara.

Please submit a cover letter and resume to office@incarnationchurch.ca no later than Noon EST on July 15, 2021.

Incarnation is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, or genetic information. This role is not eligible for visa sponsorship.