SUMMARY

The Producer will support the Lead Pastor, Worship Pastor, Creative Pastor, and volunteers by creating and executing powerfully engaging, Christ-centered, highly participatory, experiential, emotionally compelling, spiritually enriching, progressive worship services that direct people into life-changing encounters with God and his people. Collaborating with the Production and Creative Teams, the Producer will have significant influence in helping to shape and execute worship services and holiday services, ensuring that all creative and functional elements of each service are effectively coordinated, communicated, and executed with excellence. This means leading both volunteer and staff teams to ensure a solid understanding of all technical and non-technical details related to the service.

ESSENTIAL QUALIFICATIONS

SPIRITUAL

• Must be a faithful, growing Christ-follower who is deepening in his personal relationship with Christ, models this and Him to others.
• A passionate desire to see people come to know, love and follow Christ in the context of biblical community.
• In full, unwavering alignment with Foundations’ Statement of Beliefs, Values, Mission, Vision, and doctrine.
• Desires to know and love God even more than s/he wants to be used by God (Jn 15:1-8).
• Consistently treats others in a way that proves to them that they matter to God and to us.

PERSONAL

• Availability to give the position and ministry the time and attention it needs to be optimally successful.
• Urgent desire to handle conflict constructively and graciously.
• Humble, credible, trustworthy, teachable, and a self-starter with catalytic leadership influence and impact.
• Skilled in building and leading gifts-based teams to accomplish shared purposes.
• A team player who sees the need to take others with him/her in the journey of leadership and leadership development.
• Exhibits the highest level of integrity in representing Jesus Christ and Foundations Church in all spheres.

PROFESSIONAL

• Adequate qualitative experience in team building, volunteer structure, project management, and decision-making under pressure that demonstrates proven competence.
• Ideally, production experience in a multisite context (i.e., one church with multiple locations/venues).
• An innovative, strategic thinker regarding short and long-term ministry vision and needs.
• Proficient in service building, service flow, volunteer recruitment, and learning on the fly.
• Skill in utilizing various worship service-oriented software including Planning Center, Ableton, and ProPresenter.
• A highly relational person with high emotional intelligence and composure under pressure.
• Patience in collaborating with and developing/discipling volunteers with various personalities and skill levels.
• Time management that prioritizes ministry needs with attention to managing details and meeting deadlines.

SPECIFIC RESPONSIBILITIES

1. The Producer will work closely with the Worship Pastor, Creative Pastor, and Lead Pastor to craft the strongest, deepest, and most meaningful weekend worship service possible in order to nourish the deepest spiritual growth of the Foundations’ family and help us bring only our best to Jesus Christ.

2. The Producer will ensure the smooth operation and flow of the Weekend Service’s systems, flow, and processes and may be asked to also assist with the same for funerals, weddings, or concerts.

3. The Producer will work with Worship Pastor, Creative Pastor, and Lead Pastor to help provide oversight, coordination, scheduling, and development of key volunteer teams for weekend services.

4. The Producer will be a developmental team-builder who recruits, trains, empowers, coaches, and unleashes volunteers into sweet-spot roles, while working to deepen hearts and community.

5. The Producer will coordinate and communicate with Foundations’ other multi-site campuses during the weekend services to help ensure a strong and consistent experience across our church family.

6. The Producer will help coordinate the creation of videos for weekend services, including series bumpers or special video announcements, as needed/directed by the Creative Pastor.

7. The Producer will work closely with the Worship Pastor to oversee and direct the Audio Director during the weekend services to ensure the best possible sound mix for our in-person and online experiences.

8. During services, the Producer will sit with and work in real-time with the Lead Pastor to facilitate/direct/ensure the best possible flow of our in-person and online worship service experiences.

9. The Producer will work closely with the Technical Director to oversee and direct the Video Director during the weekend services according to the Vision of the Worship Pastor and Creative Pastor to ensure the best possible video capture for our in-person & online experiences.

10. The Producer will manage elements such as baptisms, communion, and parent/child dedications.

11. The Producer will oversee the stage, props, and environment in the weekend services.

12. The Producer will administrate volunteer scheduling, copyright/licensing reporting, message slide creation, digital message notes, online campus and church app, and the weekend service order in Planning Center.
CRITICAL COMPETENCIES

STRATEGIC INFLUENCE
The Producer will have significant, collaborating influence and input on shaping the weekend service.

RELATION TO THE STAFF
The Foundations’ Producer will be directly responsible to and accountable to the Worship Pastor and Lead Pastor of Foundations Church, who will provide general oversight and specific coaching to ensure that the Producer is well aligned with Foundations’ overall Values, Vision, depth, and direction. The Producer will serve in collaboration with the Creative Pastor and will directly oversee Foundations’ Technical Director after the first 12-18 months of his/her hire.