

## **Director of Technology**

First Presbyterian Church of Lakeland, Florida

Approved by Session: April 2026

### **1. Position Title**

Director of Technology

### **2. Position Purpose**

The Director of Technology exists to support the worship and discipleship life of First Presbyterian Church by providing leadership, oversight, and execution of all technical production environments, including audio, lighting, video, and streaming systems.

This position ensures that corporate worship and other ministry environments are supported with excellence, clarity, and consistency through both administrative leadership and hands-on technical expertise. The Director of Technology serves as a key operational leader who equips staff and volunteers, maintains reliable systems, and helps translate worship vision into high-quality, distraction-free execution.

### **3. Ministry and Discipleship Alignment**

This position aligns primarily with the Worship Arts Ministry and supports the church's Master Plan of Discipleship by strengthening the environments in which worship, formation, and proclamation occur. The Director of Technology contributes to discipleship by:

- Supporting corporate worship through excellence in sound, lighting, and visual environments
- Supporting proclamation of the Word by ensuring clarity and reliability in audio and streaming systems
- Supporting volunteer development through training and equipping technical teams
- Supporting ministry sustainability through well-managed systems, equipment, and infrastructure

### **4. Reporting Relationship**

- Reports to: Director of Operations
- Works with Worship Arts Directors, pastoral staff, program staff, and ministry leaders
- Status: Full time (1.0 FTE)
- Classification: Exempt (per HR policy)

### **5. Primary Responsibilities**

#### **A. Technical Systems Leadership and Oversight**

- Establish, maintain, and continually improve the church's technical infrastructure, including audio, lighting, video, AV networking, and streaming systems
- Ensure all systems are reliable, well-documented, and aligned with the needs of corporate worship and ministry events
- Develop and maintain systems for equipment organization, storage, and security

- Oversee lifecycle management of all technical equipment, including evaluation, repair, replacement, and future planning
- Maintain clear documentation, diagrams, and visual aids for systems and equipment usage

#### B. Worship Production and Execution

- Provide hands-on leadership for technical production during corporate worship, ensuring excellence in sound, lighting, and video environments
- Maintain consistent in-person presence on Sunday mornings and designated holiday services
- Deploy effective audio mixing, stage lighting, and video support across traditional, modern, and special worship contexts
- Maintain the ability to step into and execute any production role during live events as needed
- Continually assess the quality of worship production environments and implement improvements upon leadership approval

#### C. Volunteer and Team Development

- Recruit, train, and develop volunteers and technical staff serving in production roles
- Provide ongoing training in live sound mixing, lighting systems, and video operation within a worship setting
- Cultivate a team culture that is welcoming, prepared, and empowered to serve with excellence
- Develop clear pathways for onboarding, scheduling, and skill development of volunteers

#### D. Planning and Ministry Collaboration

- Participate in worship planning meetings and collaborate with Worship Arts Directors and ministry leaders
- Support the execution of ministry events, special services, and seasonal programming through technical planning and coordination
- Ensure alignment between technical execution and the vision of Worship Arts leadership

#### E. Administration and Resource Management

- Develop and maintain an inventory system for all production equipment
- Assist in budgeting processes by identifying equipment needs, gathering cost information, and planning for future upgrades
- Create and maintain protocols for equipment use, security, and maintenance
- Produce reports related to equipment condition, needs, and lifecycle planning
- Support production staff with tools, systems, and resources to enhance effectiveness

## **6. Authority and Decision-Making**

- This position supports the execution of worship and ministry environments and does not set worship vision or theological direction
- Decision-making authority includes technical systems, production workflows, equipment management, and volunteer coordination within established ministry direction
- The Director of Technology will follow the direction and vision of the Worship Arts Directors within the worship setting and be formally supervised by the Director of Operations

## **7. Qualifications**

### Required

- Extensive experience and training in mixing live sound within a worship setting
- Demonstrated ability to operate audio, video, and lighting systems in live production environments
- Proven ability to train and develop staff and volunteers in technical production roles
- Strong troubleshooting and problem-solving skills in complex technical environments
- Working knowledge of audio, video, lighting systems, and AV networking, including IP-based workflows
- Strong organizational, leadership, and communication skills
- Ability to work under pressure and make sound decisions in live environments
- High level of integrity, professionalism, and

### Confidentiality Preferred

- Experience in a church or worship ministry setting
- Familiarity with live streaming systems and production software
- Experience managing volunteers or technical teams

## **8. Preferred Competencies**

- Servant-hearted leadership with a collaborative approach
- Detail-oriented with a strong systems mindset
- Calm, steady presence in high-pressure environments
- Relationally grounded and able to lead volunteers effectively
- Commitment to excellence without distraction in worship environments

## **9. Expectations for Conduct and Faithfulness**

- Models Christian character, humility, and professionalism in all relationships
- Supports the mission, values, and worship life of the church
- Works collaboratively with staff and volunteers across ministry areas
- Exercises discretion, trustworthiness, and care in all responsibilities

## **10. Work Schedule and Status**

- Regular weekday hours as determined by position classification
- Consistent Sunday morning presence required, along with designated holiday services

- Additional evenings and weekends required for rehearsals, special events, and seasonal services
- Active participation in staff meetings and planning rhythms

### **11. Evaluation and Development**

- Performance is evaluated annually by the Director of Operations
- Evaluation emphasizes technical excellence, team development, reliability, and contribution to the worship life of the church
- Ongoing development is encouraged through training, leadership development, and skill advancement

### **12. Review and Revision**

This position description is a living document and may be reviewed and updated as ministry needs evolve and the church's mission continues to develop.