

JOB DESCRIPTION

I. Purpose of the Job:

To cultivate a culture in Tech Ministry that is Christ-centered and missionally-minded. This role emphasises raising and releasing specialised individuals and teams across Restore Community Church (RCC) locations, especially our digital location, to ensure that we are digitally relevant and able.

II. Experience and Knowledge Required:

- Solid theological understanding, especially relating to digital mission and engagement
- Minimum of 1-year experience in leading tech teams
- Shown strong leadership qualities in:
 - Proven ability to recruit to and lead diverse teams
 - Developing and releasing people's gifting
 - Ability to articulate and implement the vision
 - Self-leadership
- Good communication skills to include:
 - Aptitude for technical jargon
 - Positive attitude and a positive approach to problem-solving.
 - Understanding of relevant social media and digital platforms
- Strong IT aptitude and competency in Microsoft Office 365, Network Infrastructure, YouTube, Vimeo and other streaming and podcasting software.
- Must be solution-oriented
- Strong organisational and time management skills and the pursuit of excellence through attention to detail.

III. Essential Functions and Responsibilities:

- Ministry Leader for Tech
 - i. Draft and execute a tech team strategy that is in line with Restore's vision and mission.
 - ii. Raise and lead the RCC tech leads and volunteer team
 - iii. Oversee and organise tech ministry across all RCC locations.
 - iv. Drafting and implementation of policies as it relates to tech and IT.
 - v. Lead and build teams to execute all aspects of tech for the weekend and mid-week gatherings.
 - vi. Recruit, develop and train volunteers for team roles.
 - vii. Pastoral Care which includes; counselling, hospital visitation, and general pastoral care to people in your teams.
 - viii. Maintain strong communication and relationship with line manager and Senior Leader to ensure the vision of RCC is implemented in all aspects

- of tech ministry.
 - ix. Oversee and install, where necessary, tech equipment at the various locations.
 - x. Providing the digital support as required by the Digital Location Lead
 - xi. Intermittently operating in the tech team at our various locations.
- IT
 - i. Monitor and revise all network setup and connection at the various locations.
 - ii. Liaise with network service providers as needed.
 - iii. Provide training to staff and volunteer teams of software.
 - iv. Provide training to staff on the use of tech equipment.
 - v. Monitor that all relevant licensing for streaming and software used are correct and up to date.
- Administration
 - i. Oversee ChurchSuite and other administration as relevant to the effective functioning of the tech ministry, which includes:
 - Ensuring the ChurchSuite database is updated, tech team members can effectively use ChurchSuite, Planning Center Online Services, and Microsoft Office 365.
 - Risk Assessments, DBS checks, and other Safeguarding are up to date.
 - ii. Track growth of volunteer tech and IT teams, as well as online engagement for future development
 - iii. Monitor tech team rotas for the various locations
 - iv. Function as the liaison for the tech ministry and IT to the management team.
 - v. Scheduling streaming on the various RCC online platforms
 - vi. Support digital location team with software and online platforms being used for online ministry.
 - vii. Oversee and develop all internal and external communication that represents the RCC tech and IT department.
 - viii. Monitoring and implementing health and safety policies and our various locations.
 - ix. Managing the spending of the RCC tech and IT budget

IV. Other Duties and Responsibilities:

- Building relationships with local churches and other partners

V. Attributes:

- Passionate about raising, training and releasing people in tech
- Skilful in working practical work
- Detail-oriented
- Strong organisational skills
- The successful applicant must have a vision that aligns with Restore's goal to fulfil the Great Commission with integrity and passion.

VI. Employee's possessed and exhibit the following core values in their daily lives:

- Love for God and His Word
- A work ethic that is excellent and displays good stewardship
- An attitude of a servant, enjoyable to be with and devoted to the call of God and the Church

VII. The extent of Public Contact:

- Restore Community Church Pastors and staff members
- Contact with staff from other churches
- Vendors, companies
- Church Members
- General Public

VIII. Supervisory Responsibilities:

- Lead worshipers at various locations.
- Volunteer teams as relevant to the ministry