

Tech Director
Oaklands Presbyterian Church, PC(USA)
14301 Laurel-Bowie Road | Laurel, MD 20708

Employee:
Reports to: Pastor/Head of Staff
Type of Contract: Part Time; Nonexempt; At will
Work Hours: Maximum 5 hours/week
Compensation: \$30.00/hr. \$150/week \$7800

Terms

- Employment is at will, meaning that either party may terminate the agreement at any time with or without cause with a minimum of thirty days' written notice.
- The Tech Director will receive 2 weeks of paid vacation. If additional time off is needed, the Tech Director may arrange for unpaid leave at the discretion of the Pastor/Head of Staff and Personnel Committee.
- Performance evaluations will be provided by Pastor/Head of Staff and the Personnel Committee by June 30th each year, with annual updates to the Employment Agreement by January 1 of each year, to be signed by both parties.
- Oaklands Presbyterian Church will pay the Tech Director on the first day of the month, based upon the hours worked the previous month. The Church shall withhold taxes from the Tech Director's pay, as required by law based on the W-4 that is submitted to the Church.

Job Summary

The Tech Director will provide for the technical needs of sound and video for all virtual and hybrid worship. Worship services include all Sunday morning services, plus Maundy Thursday and Christmas Eve services. Additional services may be negotiated at an agreed upon hourly rate.

Essential Functions

- **Projection of Worship Liturgy**
 - Set up the projector in the sanctuary prior to worship and put away at the end of worship
 - Run Powerpoint during worship
 - Ensure lighting and sound is set appropriately
- **Virtual Worship Needs**
 - If using, set up a phone to serve as video showing the congregation
 - Log all worship related electronics into Zoom prior to worship
 - Open Zoom Room at the beginning of worship
 - Manage chat on Zoom during worship
 - Ensure all aspects of worship are available for virtual worshippers
 - Turn on YouTube Live at the beginning of worship, and turn off at the end
- **Audio Worship Needs**
 - Set up all microphones with freshly charged batteries at the beginning of worship and put them away at the end
 - Troubleshoot any audio issues in order to ensure a quality worship experience for both live and virtual worship

- o Arrange for necessary maintenance of the audio system, in collaboration with the Worship Elder

General Understandings:

- There shall be no change or amendment to this Agreement unless it is in writing and signed by both parties.
- This agreement supersedes and cancels any prior agreement of the parties.
- This Agreement is based on the laws of the State of Maryland and if any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, the remainder of the Agreement shall remain in full force and be in no way impaired.