

## Media & Facilities Director

**Basic Function:** The Media and Facilities Director is responsible for maintaining a safe and focused environment for the ministry events of Eagle LifeChurch (ELC). The Media and Facilities Director will develop and direct the media ministry team and oversee the physical assets of the Eagle LifeChurch facility/property according to the direction of the Pastor and the needs of Eagle LifeChurch, ELC Property Management, LLC, and ELC Operations, LLC.

### I. EAGLE LIFECHURCH:

- a. **Vision:** Helping People Experience Jesus in a Life-Changing Way.
- b. **Values:** Cross-generational ministry. Directed by the Bible and the Holy Spirit. Connected to community. Generous with Missions. Team environment. Gifted ministry.
- c. **Fellowship:** Eagle LifeChurch is affiliated with the Assemblies of God, Springfield, Missouri and the Southern Idaho Ministry Network, Nampa, Idaho.

### II. Expectations and Responsibilities

- a. **Lifestyle:**
  - i. Maintain a personal devotional life in a growing relationship with Jesus Christ.
  - ii. Demonstrate a genuine love of serving in media and facilities management.
  - iii. Personally participate in the programs, ministries, and events of ELC.
  - iv. Live life in accordance with Biblical principles and the bylaws for ELC members.
- b. **Continued Development:**
  - i. Keep informed of current technology, best practices, and information concerning church media and facilities.
  - ii. Keep informed and conform to the current legal issues relating to media and facilities.
- c. **Professional Duties:**
  - i. Plan and prepare the facilities and media equipment for all events: weekend worship services, midweek ministry events, special events & outreaches, and outside groups (additional pay from outside groups).
  - ii. Assist with planning and executing the ELC online strategy.
  - iii. Oversee a team of volunteers, and vendors for media and facilities.
  - iv. Communicate effectively with other staff to support and prepare for events.
  - v. Communicate needs and request supplies, equipment, or repair from the Pastor.

### III. Accountability and Support:

- a. The Media and Facilities Director will report directly to the Pastor.
- b. A weekly check-in is required.
- c. The Pastor will provide personal and ministry support, encouragement, and correction.
- d. Annual job performance reviews will be conducted.
- e. Employees and volunteers serve at the prerogative of the Eagle LifeChurch Board.

### IV. Compensation & Work Load:

- a. This is an exempt full-time position.
- b. Projected hours: 40 hours per week.
- c. Compensation: \$24,000-30,000 depending on experience.
  - i. Vacation & sick days (2 Sundays/year), conferences, travel and ministry meals.
  - ii. Family receives free ministry camps, conferences, events, and retreats.
  - iii. Includes housing allowance for credentialed minister.
- d. Job may flex based on employee's personal spiritual gifts, talents, and calling.