

WOMEN'S BIBLE STUDY TECH COORDINATOR

GOSPEL CITY CHURCH

Summary:

The Women's Bible Study Tech Coordinator supports Wednesday Bible study gatherings by preparing and monitoring the technology used in the Worship Center. This role helps create a welcoming, distraction-free environment by ensuring that the audio system, lighting, presentation screens, and microphones are turned on, properly configured, and ready for the teacher.

Technical experience is helpful but not required. Training on all necessary equipment, systems, and procedures will be provided by Gospel City Church.

Reports To: Worship Pastor

Department: Education

Status: Part-Time

Type: Volunteer

Supervisory Role: No

Hours: Wednesdays, 8am-11am and/or 6pm-9pm, September-November, January-March

Primary Responsibilities:

1. Prepare the Worship Center Technology
2. Prepare and Operate Audio
3. Prepare and Operate Presentation Screens
4. Support the Ministry Team

Qualifications:

- Dependable, punctual, and attentive to detail.
- Demonstrates a genuine love for people and biblical discipleship.
- Comfortable using—or willing to learn—microphones, sound systems, presentation equipment, and basic lighting controls.
- Able to follow technical procedures and checklists consistently.
- Able to remain calm and solve basic problems when technology does not work as expected.
- Communicates clearly with teachers, ministry leaders, volunteers, and staff.
- Demonstrates a willingness to receive training and follow the direction of the assigned staff or ministry leader.

Essential Duties and Responsibilities:

1. Prepare the Worship Center Technology

- Arrive early enough to prepare and test the Worship Center technology before participants arrive.
- Turn on the audio, presentation, and lighting systems and confirm they are set to the appropriate scenes.
- Report damaged, missing, or malfunctioning equipment to the Worship Pastor.

2. Prepare and Operate Audio

- Prepare and test the appropriate microphone for the teacher.
- Help the teacher properly attach, position, or use the microphone.
- Conduct a basic soundcheck before the gathering begins.
- Confirm that the teacher can be heard clearly throughout the Worship Center.
- Monitor audio levels during the teaching session and make basic adjustments when necessary.
- Address feedback, low volume, connection issues, or other audio problems as they arise.

3. Prepare and Operate Presentation Screens

- Confirm that the current teaching slides or other presentation content are loaded and ready.
- Verify that the correct presentation is displaying properly on the appropriate screens.
- Review the slide deck and teaching flow with the teacher before the gathering begins.
- Advance slides throughout the teaching session in coordination with the teacher.
- Communicate with the teacher or ministry leader regarding presentation cues, special media, or last-minute changes.
- Test videos, audio playback, or other presentation elements when they are included.
- Respond to presentation or screen issues during the gathering as needed.

4. Support the Ministry Team

- Respond to unforeseen needs with flexibility and a servant's heart.
- Minimize distractions while resolving audio, lighting, presentation, or equipment issues.
- Document and communicate technical concerns to the Worship Pastor.

- Properly shut down the audio, lighting, and presentation systems following the gathering.
 - Participate in training and periodic refreshers provided by Gospel City Church.
 - Follow established procedures and equipment-use guidelines.
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SPIRITUAL & CULTURAL EXPECTATIONS

- Member, or willing to pursue membership, at Gospel City Church.
- Demonstrates a life of integrity and character that reflects a mature, Spirit-led walk with Jesus Christ as Lord and Savior.
- Identifies closely with and supports the mission, vision, and doctrinal position of Gospel City Church.
- Models servant-hearted leadership and is willing to serve faithfully in a primarily behind-the-scenes role.
- Understands that excellent technical support helps remove distractions and creates an environment where women can engage with biblical teaching, discipleship, and community.