



***Bay Area Chinese Bible Church
Announces an Employment Opportunity of***

ENGLISH MINISTRY DIRECTOR

HOURS: Sunday, Monday-Saturday with one weekday off.

ACCOUNTABILITY: This exempt position is part of the Church Staff and reports to the Senior Pastor or the Associate English Pastor.

PURPOSE: This position provides support to the church and school ministries of BACBC for the purpose of fulfilling the Great Commission and Great Commandment.

English ministry director provides leadership and/or discipleship in one or more of the following areas:

1. AVL (audio/visual/lighting) ministry leadership and IT support (partner with the IT Director) over church and school ministries
2. English Small-Group oversight
3. English Young Adult ministry (college, young career, young families)
4. Worship teams and leaders equipping and scheduling
5. English ministry and church-wide community events

AVL/IT DUTIES:

1. Lead & oversee the AVL ministry; troubleshoot and maintain Audio/Visual/Lighting equipment on a regular basis; assess equipment and accessories needs to align to ministry use/goals
2. Communicate regularly with contracted AVL integrator for regular equipment maintenance, to troubleshoot needs, plan strategically for long-term systems replacement/upgrades.
3. Oversee the AVL integrator's installation, setup & training of equipment; respond to questions or setup preferences as appropriate.
4. Partner with the Finance Director for annual budget planning and managing to the AVL budget
5. Support ministry events, worship services, performances/concerts with video recording, video editing, and PowerPoint/other visual information creation
6. Collaborate and communicate with staff, leaders and volunteers from each ministry to ensure their AVL needs are met. While understanding the needs and desires of each ministry, direct the AVL systems towards similar /same standards, brands and protocols.
7. Set and maintain a professional standard for Audio, Video and Lighting, in order to ensure quality of technical ministry.
8. Setup, manage and maintain the internet media distribution platforms utilized by AVL to broadcast, store and distribute service and event media (e.g. Youtube, Vimeo, Livestream, Facebook, etc.)
9. Develop, equip, and meet regularly with the AVL Team (staff and volunteers)
10. Partner with Facilities and ministry leads for special projects involving AVL support/needs
11. Monitor AVL accessories, hardware, and equipment that are in use, and stock on-hand in storage; research and order accessories as appropriate to ensure "backups" are readily available.
12. Leadership and participation in weekly or regular ministry-wide staff logistics discussion/meetings; all church staff, English staff meetings, and as needed, schools' director/leadership meetings
13. Contribute to project/program development and coordination for church-wide ministries and BACBC events.
14. Manage and train AVL staff techs for school ministry and volunteer techs for church ministries
15. Partner with ministry staff and volunteer leaders on campus: Sanctuary AVL, background music, huddle spaces, smart classrooms, running event sound, facilities logistics operation, event lighting set-up.

**Obtain Employment Application on our website, BACBC.org or contact Human Resources at wenna.wong@bacbc.org or 510-522-0200 ext. 2306
1801 North Loop Road, Alameda, CA 94502**



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16. Partner with the IT Director for regular use and projects for equipment integration, network access for AVL equipment
17. Provide as needed IT Support with direction from IT Director
18. Maintain and update the Digital Signage on campus with up-to-date information for all ministries
19. Lead and manage the social media tools and web presence for BACBC ministries.

English Ministry DUTIES

English ministry director to provide leadership and discipleship in one or more of the following areas:

1. Oversight and participation (equip leaders and expand ministry) for English small groups
2. Lead and coordinate Young adult ministries with focus on college ministry fellowship
3. Lead and coordinate English Worship Service planning.
4. Develop and equip our volunteer Worship band/praise teams and AV Techs/Leaders.
5. Develop and grow church virtual presence: web, social media, electronic campus signage, etc.

PERIODIC DUTIES:

1. Work with other leaders (paid and volunteer) in carrying out the ministry of the church.
2. Assist with church/school-wide functions

OCCASIONAL/IRREGULAR DUTIES:

1. Support/Assist with Facilities projects and church community projects and participate in planning/implementation
2. Preaching and teaching in worship services, Sunday School, and fellowship groups.
3. Perform other job duties as assigned.
4. Assist in church-wide functions.
5. Support and support one assigned CCS class through prayer and event participation as appropriate.

QUALIFICATIONS:

- Minimum of two years of experience in managing technical projects.
- 2 years of experience running AVL equipment for events and large gatherings (professional or volunteer)
- Proficient in MS Office Suite, Google Suites, web tools, Mac video/sound products
- Required fluency in written and conversational English
- Required to have a Bachelor's degree or equivalent education/experience
- Evangelical Christian commitment and lifestyle (I Timothy 3:1-7) consistent with our Articles of Faith.

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