



Job Description

Information Technology Director

SUMMARY: Provide leadership and support to the technology needs of Connect United and Connect Church.

ABOUT US: Connect United is a church with ministries serving the Boston MetroWest region that include Connect Church, MetroWest Christian Academy and Early Learning Centers. Connect Church is a multi-site congregation that gathers approximately 1,200 people in weekly worship experiences. The Academy and Early Learning Centers serve over 500 children weekly. The Connect United team is approximately 140 people serving in six locations.

FSLA: Salaried Exempt

The **IT Director** must be:

1. A devoted follower of Jesus Christ and willing to sign the Connect United Statement of Faith
2. A current member of Connect Church or willing to become a member within 3 months
3. Able to fully support Connect United core values and operational beliefs.

RESPONSIBILITIES:

- A. **Develop leaders and build healthy teams** to support all technology ministries
- B. **Oversee technology solutions for all Connect United ministries** across multiple geographical locations, ministry functions and platforms.
 1. Provide consultation to Executive Leadership in long range technology planning for the ministry.
 2. Ensure hardware and software technology solutions are implemented and managed with excellence for all ministry departments.
 3. Provide leadership to ensuring various technology solutions integrate across platforms.
 4. Oversee relationships with technology vendors and contractors.
 5. Manage and deploy MS Office 365 and Sharepoint platforms throughout the organization.
 6. Provide training for staff in use of hardware and software applications such as:
 - a. Hardware: Apple and PC desktop and laptops, Ipads and Chromebooks, TV's, monitors, phone systems.
 - b. Software: Mac and Windows OS, MS Office 365 applications, VOIP, Zoom
 7. Manage secure internet access and wired or wireless networks.
 8. Oversee website hosting services and ensure websites are accessible and secure.
 9. Assist in managing electronic locking mechanisms or video camera systems for physical security of property.
 10. Oversee organizational email accounts.
 11. Oversee VOIP and other communication systems.
 12. Ensure effective internal network and that all users have access to needed technology support.
- C. **Work with the Worship Pastor to support technology solutions for worship experiences of Connect Church.**
 1. Assist the Worship Pastor in developing Audio, Visual, Lighting Teams (AVL).
 2. Assist in developing an AVL teams in the Young Adult, Student Ministries and Kid's Ministries.
 3. Train AVL team members in effective use of equipment and technology.
 4. Provide technical leadership for live broadcast of content to satellite locations and online.
 5. Recruit and lead a stage crew of volunteers to help install stage sets.
 6. Provide technical support for the creation of worship service content by the marketing team.
- D. Oversee purchasing and maintenance of equipment and software including but not limited to:
 - Apple or PC desktop computers or laptops, ipads, chromebooks,



- Dynamic stage lighting incorporating multiple types of LED fixtures, moving heads and hazers controlled via DMX
 - Video display utilizing laser projectors (includes live streaming hardware & software)
 - Both analog and digital audio/lighting consoles
 - Cameras and video editing/recording and broadcast systems
 - Front-of-house speaker systems and stage and in-ear monitoring systems
 - Types of vocal, instrument and room microphone equipment and techniques
 - Signal processors
 - Monitors, Telephones, televisions
- E. Manage capital and operational budgets as required.
- F. Work in harmony with other staff and volunteers.
- G. Other duties as assigned.

DIRECT REPORTS: Various Dream Teams such as: AVL or IT Support.

REPORTS TO: Executive Director, while working closely with the Connect Worship Pastor.

PHYSICAL DEMANDS: The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job, which include regularly required to stand, walk, or sit and use hands to finger, handle, or feel, and is occasionally required to lift and/or move up to 50 pounds. Requires evening and/or weekend availability.

EDUCATION AND EXPERIENCE: An associate degree or equivalent experience is preferred. Fluency in the English language is required and fluency in Portuguese is helpful. Must pass all clearances and background checks required by Massachusetts.

- Experience leading teams is required.
- Knowledge of Mac OS and Windows OS environments is required.
- Experience with worship service production technology is essential.
- Knowledge and experience with MS Office 365 applications are essential.
- Knowledge of AVL technology is helpful.

CHRISTIAN LIFE: As an employee of Connect United in this job position, you are an important member the church staff team. This job position requires that you be available and prepared to share the gospel, pray, teach, counsel, and minister spiritual care to others. Because of the nature of these types of ministries it is an absolute necessity that you possess and maintain a testimony or lifestyle that is above reproach in accordance to Scripture. What you do on your own time, or post on social media, may seriously affect your ability to perform these types of ministries, which are an important part of your job.