

# HOUSTON'S FIRST BAPTIST CHURCH

## Position Assignment:

**Job Title:** Cypress Production Director

**Department:** Cypress Production

**Recruited By:** Cypress Worship Minister

**Reports To:** Cypress Worship Minister

**Location:** Cypress Campus

**Status:** Full Time Exempt

**Proposed Employment Category:** IIIA

## Purpose:

The HFBC Cypress Production Director will play a pivotal role in helping us fulfill our mission: the Great Commission, by using their leadership, technical and creative abilities to help people have consistent encounters with the Living God in our venues.

As a church we describe ourselves as a **Relevant, Biblical Community** where we **Gather** our hearts, **Grow** our souls and **Give** our lives away. Our staff values are to be: **Godly, Effective and Excellent.**

## Summary of Position:

The Cypress Campus Production Director (CPD) will give leadership to the Production Department and will report directly to the Worship Minister. The CPD will be responsible for all Production teams and equipment that serve the HFBC Cypress campus (on campus and off-campus). The CPD will ensure excellence in technical systems management, recruiting and training team members (Pathmakers and employees). They will foster the culture of the production teams to meet production goals and actively partner with what God is doing for each event. The CPD will partner with the Worship Minister to dream and implement creative elements to support the goal of helping people have an encounter with the Living God as we host His presence in our worship gatherings and events.

From time to time the CPD may also assist with events at other HFBC campuses as coordinated with and determined by the Cypress Worship Minister. The CPD is also expected to actively invest in developing relationships with Production Directors at other campuses.

## **Duties and Responsibilities:**

### **Key Duties and Responsibilities as listed but are not limited to:**

#### **Leadership Essentials**

- Be a Leader of leaders; Must be strategic in proactively delegating and empowering leaders
- Possess a high ownership value as relates to responsibility for ministry area
- Initiative: Must work proactively not reactively
- Resourceful problem solver who exercises sound judgment
- Has 3-5 years' experience leading a production team at a church of at least 750
- Shepherd the Production Team spiritually and relationally
- Ability to "read the room" and have a big picture view of what God is doing in a service and how to adjust to maximize the work of the Spirit

#### **Ministry Development**

- Develop vibrant culture of Production Team that embodies warmth, care and excellence
- Implement needs and dreams of the Campus Pastor and Worship Minister
- Steward and strategically develop the Cypress Production Budget
- Empower, train and encourage team members who show an aptitude and willingness for leadership and growth
- Consistently recruit and train Production employees and Pathmakers for events and Production Teams
- Oversee scheduling of Production personnel for all supported events (including weddings, funerals and other special events)
- Approve HFBC Cypress Production employee hours via Paycom
- Maintain an organized and neat environment in production spaces
- Develop a robust Video team (iMag, streaming capabilities, special video projects)

#### **Artistic and Technical Expertise**

- Attend weekly planning meetings with Cypress Worship Ministry
- Preparation and execution of all production elements to ensure weekend services run smoothly
- Strategic Solutions and Planning: Proactively steward all aspects of Production at HFBC Cypress (equipment upgrades/repairs, processes and procedures, troubleshooting, inventory management, project management)
- Dream: provide creative tools suitable for events, give input and participate in collaborative creative conversations to maximize the objectives of worship services and special events
- Detail: high attention and forethought to detail, proofread and test everything beforehand
- A1: professional mixing skills for worship services preferred
- Oversee filming and editing of video projects
- Assist and advise HFBC Cypress ministries with Production needs, including stage and venue management for all venues at HFBC Cypress.
- Communication with vendors regarding repair/maintenance/ rentals and purchases.
- Other duties as assigned.
- Coordinate and provide production solutions for outside groups visiting Cypress campus
- Demonstrated experience in project management, with ability to clearly communicate vision and inspire effective execution
- Coordinate delivery of media for various uses (social media, streaming, archives, etc.)

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor at any time.

**Skills Requirements:** Select all that apply

- Language skills
- Math skills
- Reasoning ability
- PC skills:
- Windows
- MS Office
- MS Outlook
- MS Excel
- Administration
- Service to others
- Teacher/Leader
- Good Communication skills
- Team builder
- Self-disciplined
- Servant leader
- Decision maker
- Strong work ethic
- Empathy for ministry partners
- Attention to detail

**Education and/or Experience:** Select all that apply, Not all Listed

- Administrative Experience
- Personnel Management
- 3-5 years Church Staff experience preferred

**Organizational Relationships:** Reports to Worship Minister Cypress

**Working Conditions:** Select all that apply

- 40 hour work week
- Additional hours as needed
- Occasional off campus activities
- Continuing Education
- Specialized training
- Occasional travel

**Prepared By:** Roger Cullins

**Title:** Worship Minister Cypress

**Date Prepared or Revised:** September 20, 2024

**Signature of preparer:** \_\_\_\_\_

**I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

