

Role description for Production Team Leader

Role: To lead the Production Team at All Saints in facilitating online worship including ‘hybrid’ services (services with a combined ‘in-church’ and ‘at-home’ congregation).

Role Requirements:

To be:

To be a person of integrity who serves in a gracious, Christ-like manner; and who supports the ministry and mission of All Saints through their work

To do:

- To arrange meetings of the Production Team.
- To chair the meetings, seeking wisdom from the team to present to the Incumbent and the Worship Admin and Comms Vision Group.
- To prepare the termly rota for service production and share in advance with the team.
- To carry out work entrusted to the Production Team within the agreed remit for its area of responsibility
- To attend regular meetings of the Admin+Comms VG, for support and supervision by the Vision Group Chair
- To ensure proper safeguarding procedures are in place if under 18s are part of the team.
- To read and adhere to all aspects of the All Saints Safeguarding Policy (www.cofeguildford.org.uk/safeguardingpolicy), including recruitment and training requirements; and all other Policies of All Saints Church.

Reports to:

The Administration and Communications Vision Group Chair

Agreement:

I agree to being a Production Team Leader at All Saints Church, under the governance structures of the incumbent and the PCC.

Name (print and sign): _____

Incumbent: _____

Date: _____