



# BANNOCKBURN

BUDA-KYLE

## Bannockburn Church

### Employee Job Description

Updated August 2025

**Employee Title** – Technology Coordinator

**Primary Campus** – Bannockburn Buda Kyle

**Reports To** – Buda Kyle Campus Pastor

### Job Summary

With our head of IT and production leaving (who worked concurrently for all 3 campuses of Bannockburn Church), we are looking to create a new part-time role so that the Buda Kyle campus can have a person who is present locally every Sunday.

The Technology Coordinator is responsible for helping run and maintain all technology for Bannockburn Church Buda Kyle campus on Sundays when we gather together for worship. The successful candidate must be someone who works well with teams, can train and instruct others, and is a problem solver. They need to have a clear passion for both God and for people. For more information on our mission and beliefs, please refer to our website.

### Key Areas of Responsibility

- Creating an environment where the technology on our campus on Sunday morning doesn't distract from worship but enhances it
- On any given week this could include
  - Scheduling and communicating with volunteers
  - Recruiting and training new volunteers
  - Helping campus pastor curate Planning Center
  - Maintaining and repairing equipment and trailers
  - Setting up and packing up our mobile church setup
  - Overseeing the running the technology in the back of the worship space
    - Mixing sound
    - Running lights
    - Running screens (using ProPresenter)
    - Recording video
  - Problem solving technology issues that arise (including things like kid's ministry check-in system)

**Qualifications**

- Experience running and mixing sound
- Proficiency in various areas of technology
- A desire to learn and master all the technology that is used by Bannockburn Church
- A desire to problem solve when issues arise
- Organization skills
- Communication skills
- Ability to lead and train volunteers (with a high level of patience)

**Time** – This is a part time role which will require 5 hours on Sundays (7am-12pm) and 1-2 hours of preparation during the week - scheduling and other communication. Note that there may be certain weeks where extra events require extra help, and compensation for this will be given (for example Christmas and Easter).

**Compensation** – \$150 per week

**Expressions of interest** – Contact Campus Pastor Harlie Raethel ([harlier@bbcfamily.com](mailto:harlier@bbcfamily.com))