










mtrosemedia

Handbook and Guide

There are several teams within the Mt. Rose Media Department. This Handbook outlines the positions within the teams and the responsibilities thereof. Any actions outside of the duties within the Handbook are deemed out of order, and not compliant with the integrity and mission of mtrosemedia.

Table of Contents

	Page Number
 Visual Team	3
○ Video Broadcast Engineer <i>(Team Leader)</i>	4
○ IMAG Director	5
○ Camera Operator	6
○ Post Production Engineer	7
○ Lighting Director	8
 Audio Team	9
○ FOH Engineer (Front of House) <i>(Team Leader)</i>	10
○ Monitor Engineer	11
○ Audio Engineer Assistant	12
○ Audio Broadcast/Podcast Engineer	13
○ Post Production Audio Engineer	14
 Marketing	15
○ Store Manager <i>(Team Leader)</i>	16
○ Cashier/Sales Representative	17
○ Digital Media Producer	18
○ Commentator	19
○ Photographer *	20
 Communications	21
○ Communications Director <i>(Team Leader)</i>	22
○ Social Media Director	23
○ Member Data Manager	24
○ Photographer *	25
 IT/Systems	26
○ IT Director <i>(Team Leader)</i>	27
○ Server Systems Manager	28
○ Web/Program Developer *	29
○ Helpdesk	30
○ Network Systems Coordinator	31
 Media Director	32
 General Protocols and Procedures	33

**Denotes similar fields that may repeat information from another field*

Visual Team

The Mt. Rose Media Department Visual team represents all visually assisted media. This team involves heavy video production, modification, image creation, broadcasting, lighting, video equipment, and more.

Video Broadcast Engineer

Video Broadcast Engineer demonstrates services held by Mt. Rose COGIC in a manner that stimulates a spiritual environment through television, internet, and stream. This is constructed through camera systems and switching thereof.

Responsibility

The responsibilities and duties are outlined as follows:

- Manage and oversee needs and protocols of the visual team
- Represent team in quarterly mtrosemedia Meeting
- Effectively replicate the “spiritual flow” of services through tools such as cameras and switchers
- Generate useable videos in proper formats for other ministries and advertisements
- Live stream services with visual representation
- Oversee equipment use and the care thereof
- Establish baseline for communication within the video team
- Research and develop training opportunities for video team
- Research and develop tools to generate audience through video and streams

As the acting “Team Leader”, the Video Broadcast Engineer is the essential priority point of contact for all of the Visual Team. Furthermore, it is the Video Broadcast Engineer’s obligation to reinforce the mission of mtrosemedia, and establish procedures that are effective and efficient. Video Broadcast Engineer is 100% accountable for the Visual Team as appointed by the Media Director; however, any correspondence beyond mtrosemedia must be done in the presence of the Media Director.

There will only be one “Team Leader” regardless of the number of Video Broadcast Engineers (as appointed by the Media Director)

Training

Training times for Video Broadcast Engineer are every Tuesday dependent upon Choir Rehearsal scheduling.

System operations are performed every Wednesday dependent upon Bible Study scheduling.

Equipment

mtrosemedia provides the Video Broadcast Engineer:

- ✓ Video equipment to facilitate recording, streaming, and projection
- ✓ Template forms and a communication portal
- ✓ Computer capable of editing, streaming, and recording
- ✓ 1 NLE software
- ✓ 1 share resource to retain all recording and information
- ✓ VPN access
- ✓ Written request or changes for protocol and procedure changes

Qualifications

To become a Video Broadcast Engineer, you must be a member of Mt. Rose COGIC for at least 1 year, and have attendance greater than 75%. You must hold a Visual Team position 6 month prior to registering for Video Broadcast Engineer.

IMAG Director

The IMAG Director effectively displays media for any service that requires image magnification. This is mostly observed over the projection system, but is not limited to projector type systems.

Responsibility

The responsibilities and duties are outlined as follows:

- Display proper media on any large format display necessary
- Utilize background images and motion loops to encourage an atmosphere conducive to a spiritual experience
 - Research and seek out media materials from the furnished resources
- Display proper scripture text requested by any Ministerial staff
- Present visual announcements and public communication that conform to the “spiritual flow”
- Display public messages comprehensibly to the assembly
- Develop proper methods to display IMAG materials
- Research and develop new methods to effectively display media to the assembly
- Confirm that all media conforms to applicable copyrights and authorities therein
- Communicate all request to team leader in agreement with the mission of mtrosemedia

Schedule

The general schedule for IMAG Director is as follows:

9:20 am	Display weekly media announcements (Silent)
9:45 am – 10:00 am	Possible Scripture text display
10:45 am	Display weekly media announcements (Silent)
11:20 am	Display congregation recitation (<i>Based on Week Number</i>)
11:40 am	Display visitor greeting loop
11:50 am	Display weekly media announcements
12:00pm – EOS	Display Scripture text presented by the speaker

** The schedule times set herein are typical, and may drastically fluctuate*

Training

Training times for IMAG Director are every Tuesday dependent upon Choir Rehearsal scheduling. System operations are performed every Wednesday dependent upon Bible Study scheduling.

Equipment

mtrosemedia provides the IMAG Director:

- ✓ Computer capable of streaming content to IMAG system
- ✓ Software needed to properly display content
- ✓ 1 image and motion loop database for stock material
- ✓ 1 share resource to retain outsource material
- ✓ Communication avenue to request new material created by mtrosemedia

Qualifications

To become an IMAG Director, you must be a member of Mt. Rose COGIC for at least 6 months, and have attendance greater than 75%

Camera Operator

Camera Operators are the “virtual eyes” for viewers that are not local to the church at the time of service. This is much greater than recording motion images, and, moreover, capturing the atmosphere and translating it through camera angles and zoom/foci.

Responsibility

The responsibilities and duties are outlined as follows:

- Properly store and utilize camera equipment
- Setup all camera equipment and ensure proper connections
- Observe services within the church to fully capture and relay the proper ideas and spirit
- Inform leaders of any improper equipment use, and possible equipment failure
- Operate camera equipment in a manner that is safe for the congregation

Schedule

The general schedule for Camera Operator is as follows:

Camera Operator will be required to setup equipment 30 minutes before the beginning of service, and reside 30 minutes after the end of service for debriefing.

Training

Training times for Camera Operator are every Tuesday dependent upon Choir Rehearsal scheduling. System operations are performed every Wednesday dependent upon Bible Study scheduling.

Equipment

mtrosemedia provides the Camera Operator:

- ✓ Video recording camera equipment
- ✓ Necessary camera tripod or mount
- ✓ 2-way communication device
- ✓ Seating location to operate equipment comfortably (*subject to the recording angle needed*)

Qualifications

To become a Camera Operator, you must be a member of Mt. Rose COGIC for at least 6 months.

Post Production Engineer

Post Production Engineer digitally replicates a service through multiple camera angles and recordings/videos. Additionally, the main points from service will be expressed utilizing a proper non-linear editing tool.

Responsibility

The responsibilities and duties are outlined as follows:

- Extract clear and concise video material from recordings and stored video
- Create video announcements, both silent and audible
- Create video content for website and online web store
- Isolate video avenues for marketing
- Assist with camera angles needed to produce clear and concise videos
- Create video and animated overlays for all video broadcasting and recording

Note: Extensive video editing in Lightworks NLE or Sony Vegas Products necessary.

Schedule

The general schedule for Post Production Engineer is as follows:

Post Production Engineer will have free range to establish scheduling that meets the workload. Special access can be provided for increased working hours when not available normally.

Training

Training times for Post Production Engineer will be on an “As Needed” basis. Particular effects and NLE tips can be seen through the supplied video tutorials.

Equipment

mtrosemedia provides the Post Production Engineer:

- ✓ Computer capable of editing
- ✓ Digital storage space above 1TB

Qualifications

To become a Post Production Engineer, you must be a member of Mt. Rose COGIC for at least 12 months.

Lighting Director

The Lighting Director creates a stage presence through visual illumination. Lighting creates an atmosphere different from the atmosphere that has been set, and has a direct effect on the “perceived Word of God”.

Responsibility

The responsibilities and duties are outlined as follows:

- Develop and schedule lighting displays that correlate with the performance given
- Maintain lighting equipment and standards
- Repair/replace lighting bulbs and canisters
- Design lighting fixture arrays to operate best for all performances throughout the year

Schedule

The general schedule for Lighting Director is as follows:

9:45 am – 10:00 am	Full Lighting Display
10:45 am – 11:40 am	Lighting design that compliments the IMAG system
11:40 am	Full Lighting Display
11:50 am	Lighting design that compliments the IMAG system
12:00pm – EOS	Lighting design that compliment sermon presentation and IMAG system

** The schedule times set herein are typical, and may drastically fluctuate*

Training

Training times for Lighting Director are on an “As Needed” basis. Days freely available are Tuesday and Wednesday. Other days require scheduling with Video Broadcast Engineer.

Equipment

mtrosemedia provides the Lighting Director:

- ✓ Proper lighting switch panel
- ✓ Equipment necessary to repair/replace lighting equipment and bulbs

Qualifications

To become a Lighting Director, you must be a member of Mt. Rose COGIC for at least 6 months

Audio Team

The Mt. Rose Media Department Audio team represents all audibly assisted media. This team involves heavy audio production, modification, recording, broadcasting, overdubbing, audio equipment, and more.

FOH (Front of House) Engineer

FOH Engineer is the lead director of all audio systems and processes. The FOH Engineer supports all Audio Team members, and is the acting leader of the Audio Team.

Responsibility

The responsibilities and duties are outlined as follows:

- Manage and oversee needs and protocols of the audio team
- Represent team in quarterly mtrosemedia Meeting
- Effectively stimulate the “spiritual flow” of services through audio mixing
- Generate useable audio recordings in proper formats for other ministries and advertisements
- Supply clean and properly mixed audio for live stream and Video Broadcast
- Oversee equipment use and the care thereof
- Establish baseline for communication within the audio team
- Research and develop training opportunities for audio team
- Research and develop tools to generate audience through audio and streams

As the acting “Team Leader”, the FOH Engineer is the essential priority point of contact for all of the Audio Team. Furthermore, it is the FOH Engineer’s obligation to reinforce the mission of mtrosemedia, and establish procedures that are effective and efficient. The FOH Engineer is 100% accountable for the Audio Team as appointed by the Media Director; however, any correspondence beyond mtrosemedia must be done in the presence of the Media Director.

There will only be one “Team Leader” regardless of the number of FOH Engineers (*as appointed by the Media Director*)

Training

Training times for FOH Engineer are every Tuesday dependent upon Choir Rehearsal scheduling. System operations are performed every Wednesday dependent upon Bible Study scheduling. Additional training available at any other time through virtual live sound checks and utilization of computer recordings

Equipment

mtrosemedia provides the FOH Engineer:

- ✓ Audio equipment to facilitate recording, streaming, and live mix
- ✓ Template forms and a communication portal
- ✓ Computer capable of editing, streaming, and recording
- ✓ 1 WAV editing and recording software
- ✓ 1 share resource to retain all recording and information
- ✓ VPN access
- ✓ Acceptable written request or changes for protocol and procedure changes

Qualifications

To become a FOH Engineer, you must be a member of Mt. Rose COGIC for at least 1 year, and have attendance greater than 75%. You must hold a previous Audio Team position 6 month prior to registering for FOH Engineer.

Monitor Mixing Engineer

Monitor Mixing Engineer is critical to the overall sound of the live mix. The Monitor Mixing Engineer control the stage sound, mix, and –dB level. Ultimately, the Monitor Mixing Engineer controls the amount of input *before* the FOH Engineer.

Responsibility

The responsibilities and duties are outlined as follows:

- Mix audible stage monitor sound
- Reduce sound clutter for live mix and recording purposes
- Adjust all IEM (In-Ear Monitor) systems and service musician’s audio
- Forward request from parties onstage to proper Media Team personnel
- Relocate stage audio equipment as needed by the performers or ministerial staff
- Patch and route all new instruments and musicians
-

As the technician assigned to the stage, the Monitor Mixing Engineer is the ambassador of the Media Department in relation to all the performers. As a result, the responsibilities mimic the FOH Engineer in regards to stage presence, and performers/ministerial staff.

Training

Training times for Monitor Mixing Engineer are every Tuesday dependent upon Choir Rehearsal scheduling.

System operations are performed every Wednesday dependent upon Bible Study scheduling.

Additional training available at any other time through virtual live sound checks and utilization of computer recordings

Equipment

mtrosemedia provides the Monitor Mixing Engineer:

- ✓ Wireless Mixing Software for FOH/Monitor mixing capabilities
- ✓ Communication device

Qualifications

To become a Monitor Mixing Engineer, you must be a member of Mt. Rose COGIC for at least 1 year, and have attendance greater than 75%. You must hold a previous Audio Team position 1 month prior to registering for Monitor Mixing Engineer.

Audio Engineer Assistant

Audio Engineer Assistant is vital to the workflow of the Audio Team. The various voids and overlap in communication is naturally the greatest deficiency; however, the Audio Engineer Assistant (AEA) satisfies all the necessary blocks in communication and efficiency.

Responsibility

The responsibilities and duties are outlined as follows:

- Assist the Front of House (FOH) Engineer and Monitor Mixing Engineer in all capacities (*respectively*).
- Manage and administer audio equipment wherever the need is set.

The Audio Engineer Assistant is the feet of the Audio Team. They are in the direct workflow to train for FOH Engineer, and many opportunities are available to the Audio Engineer Assistant to deploy and mix live sound setups.

Training

Training times for Audio Engineer Assistant are every Tuesday dependent upon Choir Rehearsal scheduling.

System operations are performed every Wednesday dependent upon Bible Study scheduling.

Additional training will be available with specialization in FOH Engineering.

Equipment

mtrosemedia provides the Audio Engineer Assistant:

- ✓ Any equipment that assist FOH and Monitor Mixing Engineer
- ✓ -dB Meter and/or SPL Meter
- ✓ Communication device

Qualifications

To become an Audio Engineer Assistant, you must be a member of Mt. Rose COGIC for at least 6 months.

Audio Broadcast/Podcast Engineer

Audio Broadcast/Podcast Engineer controls the audio replicated through streaming services and the audio displayed through the podcast for RSS feeds. The engineer is the direct representation of the Audio Team to the general public via internet.

Responsibility

The responsibilities and duties are outlined as follows:

- Establish clear and concise audio in streaming services
- Record and edit audio to produce proper podcasting formats
- Tag and deploy podcast formats online through website
- Create and edit any audio needed for podcast or streaming generation
- Research and develop tools to generate audience through audio streams and podcasts

The Audio Broadcast/Podcast Engineer is crucial to effectively reaching the “body” outside of the City. Audio plays an important role in marketing, and, as a result, the engineer must hone in on minute audio details to produce the best product possible. The Audio Broadcast/Podcast Engineer must keep in mind that this is the only audio that is readily available at any time.

Training

Training times for Audio Broadcast/Podcast Engineer are every Tuesday and Wednesday from 4p – 6p.

Equipment

mtrosemedia provides the Audio Broadcast/Podcast Engineer:

- ✓ Audio equipment to facilitate recording, streaming, and projection
- ✓ Computer capable of editing, streaming, and recording
- ✓ 1 share resource to retain all recording and information

Qualifications

To become an Audio Broadcast/Podcast Engineer, you must be a member of Mt. Rose COGIC for at least 6 months.

Post Production Audio Engineer

Post Production Audio Engineer directs the audio mix for recordings, commercials, and public displays. Post Production commits all audio for any production that requires recording and editing.

Responsibility

The responsibilities and duties are outlined as follows:

- Establish clear and concise audio in recordings and public displays
- Record and edit audio to produce proper formats to comply with material
- Mix and edit audio to properly fit CD's according to the Marketing Manager
- Create and edit any audio needed for public display and recording
- Research and develop tools to generate audience through audio recordings

Training

Training times for Post Production Audio Engineer are every Tuesday and Wednesday from 4p – 6p.

Equipment

mtrosemedia provides the Post Production Audio Engineer:

- ✓ Audio equipment to facilitate recording, streaming, and projection
- ✓ Computer capable of editing and recording complex audio setups
- ✓ 1 share resource to retain all recording and information

Qualifications

To become an Audio Broadcast/Podcast Engineer, you must be a member of Mt. Rose COGIC for at least 6 months.

Marketing Team

The Mt. Rose Media Department Marketing team represents all material dispersed from the Media Department. This team involves sales, marketing, store management, budgeting, and more.

Store Manager

Store Manager is the sole director responsible for monetary and profit statuses. The manager organizes, produces, and evaluates the Marketing team for efficiency and production.

Responsibility

The responsibilities and duties are outlined as follows:

- Manage and oversee needs and protocols of the Marketing team
- Represent the team in quarterly mtrosemedia Meeting
- Produce sales flows and marketing avenues that increase revenue and spread the Gospel
- Develop proper sales, coupons, and vouchers to produce the most material efficiently
- Organize and manage all marketing/sales stock and materials
- Oversee all marketing/sales equipment thereof
- Establish baseline for communication within the Marketing team
- Research and develop training opportunities for sales and gifts
- Research and develop tools to generate audience through marketing materials
- Research and develop procedures that comply with standard sales rules and regulations

As the acting “Team Leader”, the Store Manager is the essential priority point of contact for all of the Marketing team. Furthermore, it is the Store Manager’s obligation to reinforce the mission of mtrosemedia, and establish procedures that are effective and efficient. The Store Manager is 100% accountable for the Marketing team as appointed by the Media Director; however, any correspondence beyond mtrosemedia must be done in the presence of the Media Director.

There will only be one “Team Leader” regardless of the number of Store Managers (*as appointed by the Media Director*)

Training

Training times for the Store Manager are every Tuesday dependent upon Choir Rehearsal scheduling. Standard operations are performed every Wednesday dependent upon Bible Study scheduling.

Equipment

mtrosemedia provides the Store Manager:

- ✓ Proper equipment to accommodate sales
- ✓ Template forms and a communication portal
- ✓ Point-Of-Sale software to facilitate in-house purchasing
- ✓ Reporting system for analyzing sales projection and history
- ✓ 1 share resource to retain all recording and information
- ✓ VPN access
- ✓ Written request or changes for protocol and procedure changes

Qualifications

To become a Store Manager, you must be a member of Mt. Rose COGIC for at least 1 year, and have attendance greater than 75%.

Cashier/Sales Representative

Sales Representatives are the key positions to the Marketing Team. They are the deciding factor on what is sold, how much is sold, and how the marketing team is represented.

Responsibility

The responsibilities and duties are outlined as follows:

- Determine products and sales
- Evaluate product display and presence
- Oversee stock and efficiency
- Establish stock quantities and defaults to be used through the Marketing Team
- Deploy and manage marketing angles to drive increased sales
- Oversee product checkout and monetary transactions
- Develop reports that are presented to the store manager for assessment

Training

Training times for the Cashier/Sales Representative are established by the Store Manager, and can be submitted for any time per availability

Equipment

mtrosemedia provides the Cashier/Sales Representative:

- ✓ Proper equipment to accommodate sales
- ✓ Template forms and a communication portal
- ✓ Point-Of-Sale software to facilitate in-house purchasing
- ✓ Reporting system for analyzing sales projection and history
- ✓ 1 share resource to retain all recording and information
- ✓ Swiping machine to facilitate Credit Card transactions

Qualifications

To become a Cashier/Store Manager, you must be a member of Mt. Rose COGIC for at least 6 months.

Digital Media Producer

Digital Media Producer provides all the details for digital media. The producer provides all digital content that is represented on the internet and local web store.

Responsibility

The responsibilities and duties are outlined as follows:

- Develop and deploy all digital marketing material
- Prepare online products for digital download purchases
- Edit and properly tag all digital audio materials for online representation
- Edit and produce all digital imagery represented by marketed products
- Develop and deploy systems and processes to efficiently deploy marketing material
- Observe sales trends received from Sales Representative to establish baseline for material
- Oversee and manage stock needed for digital marketing material
- Complete Disc duplication and labeling process

Training

Training times for the Digital Media Producer are established by the Store Manager, and can be submitted for any time per availability

Equipment

mtrosemedia provides the Digital Media Producer:

- ✓ Computer Client capable for digital media replication and editing
- ✓ Raster based software for complete image editing solution
- ✓ Printer capable of direct-to-disc printing
- ✓ Digital media storage solutions
- ✓ NLE editor capable of DVD Menu solutions and chapter creation
- ✓ 1 share resource to retain all recording and information

Qualifications

To become a Digital Media Producer, you must be a member of Mt. Rose COGIC for at least 6 months.

Commentator

Commentator is the voice to the Marketing Team. Any vocal and spoken audio will be create and represented through the Commentator

Responsibility

The responsibilities and duties are outlined as follows:

- Create audio script for digital media and podcast
- Record podcast and pre-scripted audio for digital media
- Edit and create product descriptions similar to podcast scripts
- Proofread all product descriptions
- Proofread all podcast submissions and pages
- Develop and deploy new avenues for pre-scripted audio

Training

Training times for the Commentator are established by the Store Manager, and can be submitted for any time per availability

Equipment

mtrosemedia provides the Digital Media Producer:

- ✓ A global share drive for scripts

Qualifications

To become a Commentator, you must be a member of Mt. Rose COGIC for at least 6 months.

Photographer

Photographer generates images that can be used by any department or team. These photographs can be requested or selected from a collection located on a local share.

Responsibility

The responsibilities and duties are outlined as follows:

- Create specific camera angles to capture the essence of a production or event
- Generate weekly images that can be used for digital media representation
- Collaborate with the Digital Media Producer to generate images as needed
- Photograph all new members to be used in membership management and Communications
- Research new equipment that may be needed to advance current photography
- Develop and deploy new tactics to enhance current photography process and procedures

Training

Training times for the Photographer are established by the Media Director, and can be submitted for any time per availability

Equipment

mtrosemedia provides the Digital Media Producer:

- ✓ A global share drive for photos
- ✓ A background to facilitate general purpose photography
- ✓ A camera tripod to enhance photography angles
- ✓ A DSLR camera capable of a minimum of 8 megapixels

Qualifications

To become a Photographer, you must be a member of Mt. Rose COGIC for at least 3 months.

Communications Team

The Mt. Rose Media Department Communication team represents business affairs represented by mtrosemedia. This team's involvement includes guest and visitor media, membership management, announcements and commercials, website announcements and representation, external and third party collaborations, and more.

Communications Director

Communications Director holds the sole responsibility for workflow and procedures within the Communications Team. The director acts an ambassador in regards to procedures, processes, workflows, limitations, communications, and regulations for the Media Department.

Responsibility

The responsibilities and duties are outlined as follows:

- Manage and oversee needs and protocols of the Communications team
- Represent the team in quarterly mtrosemedia meeting
- Evaluate and develop procedures to facilitate announcements and submissions
- Develop and deploy procedures for membership management and check-in services
- Center point of contact for all public submissions to the Media Department
- Develop documents to establish standards as it relates to inter-department relations
- Research and develop tools to facilitate better membership management integration
- Research and develop processes and standards for check-in and public registrations
- Research and develop guidelines necessary for public relations and the safety thereof
- Organize all announcements and public display whether locally or internet
- Organize and manage scheduled meeting requirements and planning
- Research and develop procedures to better service the general congregation
- Monthly meetings and reports with the Pastor and staff (**Most Necessary**)
- Continuation of church/pastoral blog

As the acting “Team Leader”, the Communications Director is the essential priority point of contact for all of the Communications team. Furthermore, it is the Communications Director’s obligation to reinforce the mission of mtrosemedia, and establish procedures that are effective and efficient. The Communications Director is 100% accountable for the Communications team as appointed by the Media Director.

There will only be one “Team Leader” regardless of the number of Communications Directors (*as appointed by the Media Director*)

Training

Training for the Communications Director is by request only. Due to the amount of confidential information that is associated with the Communications Director, all training will be conducted in formal style meeting as an assessment.

Equipment

mtrosemedia provides the Communications Director:

- ✓ Due to the nature of this position, the Communications Director must submit required materials to the Media Director for collaboration and deployment
- ✓ 1 share resource to retain all information
- ✓ VPN access

Qualifications

To become a Communications Director, you must be a member of Mt. Rose COGIC for at least 1 year, and have attendance greater than 75%. This position is subject to Pastor Approval.

Social Media Director

Social Media Director has the essential task to display Mt. Rose COGIC, City of Refuge through avenues of social media. Extensive knowledge of web based social media such as Facebook, Twitter, Google+, Pinterest, Diggs, etc. will be necessary to acquire.

Responsibility

The responsibilities and duties are outlined as follows:

- Evaluate the announcements and publications to be displayed every other day of the week.
- Research and develop additional tools to increase traffic and “hits” through social media
- Analyze Open Graphs and statistics to collaborate with the Communications Director
- Research and develop additional social media pathways to encourage participation
- Maintain and organize church/pastor blogs and the integrity thereof

The Social Media Director has the ability to represent the “face” of Mt. Rose COGIC at any time of the day, and should act accordingly. As a result, the Social Media Director has the ability to be the open door for those that need it, even when the doors of the church are close.

Training

Training times for Social Media Director are on an as needed basis, and can be scheduled through the Communications Director

Equipment

mtrosemedia provides the Audio Engineer Assistant:

- ✓ Any equipment that is needed must be submitted to the Communications Director for approval and collaboration.

Qualifications

To become a Social Media Director, you must be a member of Mt. Rose COGIC for at least 6 months.

Member Data Manager

Member Data Manager is the organization of the church. The manager works hand-in-hand with the membership statuses of the congregation, and the organization thereof.

Responsibility

The responsibilities and duties are outlined as follows:

- Organize the membership statuses of Mt. Rose COGIC
- Maintain the integrity of the membership data
- Research and develop tools to better assess the status of the congregation of Mt. Rose COGIC
- Analyze the graphs and tables to present different avenues of improvement
- Organize all check-in and registration services for the public
- Develop graphs and tools to analyze small group, Sunday school, Children's Church, etc.
- Maintain all media requirement for guest
- Research and develop workflow for Guest Media and services
- Deploy avenues to increase interaction opportunities with guests
- Analyze key procedures in place for effectiveness to Mt. Rose COGIC congregation

The Member Data Manager deals with the most confidential data of the church, and will require extensive interaction with the Pastoral and office staff. This position requires heavy involvement, and should not be engaged lightly.

Training

Training times for Member Data Manager are on an as needed basis, and can be scheduled through the Communications Director

Equipment

mtrosemedia provides the Audio Engineer Assistant:

- ✓ Any equipment that is needed must be submitted to the Communications Director for approval and collaboration.

Qualifications

To become a Social Media Director, you must be a member of Mt. Rose COGIC for at least 1 year, and is subject to Pastor Approval.

Photographer

Photographer generates images that can be used by any department or team. These photographs can be requested or selected from a collection located on a local share.

Responsibility

The responsibilities and duties are outlined as follows:

See Page 20 for further details

IT/Systems

The Mt. Rose Media Department IT/Systems team represents the technical and systems management of mtrosemedia. This team's involvement includes IT, helpdesk, systems development, networking, equipment maintenance, web development, and more.

IT Director

IT Director is the lead director of all IT and systems management. The IT Director supports all members of the IT team, and is the acting leader of IT/Systems.

Responsibility

The responsibilities and duties are outlined as follows:

- Manage and oversee needs and protocols of IT/Systems
- Research and develop all equipment protocols and guidelines
- Maintain all equipment and technical integrity statuses
- Develop clear procedures to increase the effectiveness of Mt. Rose with full disclosure to the Pastoral staff
- Research and develop current server, networking, and computer equipment for efficiency
- Create policies and documents to establish and organize standards for all equipment use
- Establish standards and policies for IT/Systems
- Research and develop opportunities to increase effectiveness of technology within Mt. Rose
- Manage all Media Department budgets

As the acting “Team Leader” of the IT/Systems, it is vital that the IT Director has daily involvement with the plans and systems of Mt. Rose COGIC. Due to the nature of technology, continual research needs to be done to prove the efficiency of the technology currently in place. All equipment and technology submissions from any department will be subject to the IT Director approval, and, as a result, adequate knowledge and research should be available by the IT Director. This position requires daily interaction for management systems, and the required time is not negotiable. IT Director has direct involvement with the daily process and procedures of the church, and is the only position that can be inducted into Media Director. Communications and full disclosure with Mt. Rose staff is a requirement.

There will only be one “Team Leader” and Media Director. This position can only be appointed/approved by the Pastor

Training

Due to the nature of this position, there is no training available. Meetings and conferences can be scheduled with the staff for clarifications and improvements.

Equipment

mtrosemedia provides the IT Director:

- ✓ The IT Director is the sole responsible person for the main Media Department budget.

Qualifications

To become an IT Director, you must be a member of Mt. Rose COGIC for at least 2 years, and have attendance greater than 75%. You must hold a previous IT/Systems position 6 month prior to registering for IT Director.

Server Systems Manager

Server Systems Manager has direct involvement with server systems and computer equipment. The manager oversees all physical hardware required by Mt. Rose COGIC, with special attention to server hardware and operations.

Responsibility

The responsibilities and duties are outlined as follows:

- Research and develop server equipment and hardware to facilitate the needs of Mt. Rose
- Utilize central knowledgebase to document procedures of development
- Analyze equipment operations for efficiency and possible improvements
- Rapid response for critical technical hardware failures and faults
- Research and develop monitoring systems to manage continual server operations
- Install all physical hardware deemed necessary by the IT Director or Mt. Rose COGIC

Training

Due to the nature of this position, there will be no training available.

Equipment

mtrosemedia provides the Server Systems Manager:

- ✓ As the liaison to physical equipment, all required equipment needs to be submitted to the IT Director

Qualifications

To become a Server Systems Manager, you must be a member of Mt. Rose COGIC for at least 2 years, and have attendance greater than 75%.

Web/Program Developer

Web/Program Developer creates the very procedures and utilities necessary to operation at Mt. Rose. The developer must have a clear workflow and notation integration for continued development and ease of access. Additionally, Mt. Rose has a preference to open-source material, and will give precedence to open-source decisions even when it is not the most sparing in terms of finance. All code and programs developed will/can be used and submitted by Mt. Rose to any open-source community. Any development is the property of Mt. Rose while in this position.

Responsibility

The responsibilities and duties are outlined as follows:

- Research and develop code and environments to carry out the technical operations of Mt. Rose.
- Analyze the efficiency of the current applications both local and web based.
- Oversee all program management and updates
- Utilize centralized programming to document all procedures to program management
- Utilize central knowledgebase to document procedures of development
- Develop web-based and cloud programming to increase efficiency in all departments at Mt. Rose
- Maintain and troubleshoot any code under development at Mt. Rose
- First response to critical program or code failure and fault

Training

Due to the nature of this position, there will be no training available.

Equipment

mtrosemedia provides the Web/Program Developer:

- ✓ As the liaison to software and programming, all required equipment needs to be submitted to the IT Director

Qualifications

To become a Web/Program Developer, you must be a member of Mt. Rose COGIC for at least 2 years, and have attendance greater than 75%.

Helpdesk

Helpdesk is the first response to all troubleshooting tasks with reference to technology. The Helpdesk is the critical bridge between client understanding and technology advancement, and is the daily representation of IT/Systems.

Responsibility

The responsibilities and duties are outlined as follows:

- First response to any request in relation to technology
- Research and develop tools to clearly relay status information for tickets and tasks
- Effectively respond and troubleshoot client request to improve technology operations
- Report ineffective programs and technologies which will be represented by the IT Director at meetings
- Utilize knowledgebase to produce relevant solutions to remove issues and tasks
- Maintain database of task, issues, and tickets submitted for helpdesk

Training

Due to the nature of this position, there will be no training available.

Equipment

mtrosemedia provides the Helpdesk:

- ✓ As the liaison to technological first response, all required equipment needs to be submitted to the IT Director

Qualifications

To become a Helpdesk, you must be a member of Mt. Rose COGIC for at least 1 year, and have attendance greater than 75%.

Network Systems Coordinator

Network Systems Coordinator is responsible for the pathways and connections between technologies. The coordinator implements all necessary networking devices that, essentially, become the pathways for advancement.

Responsibility

The responsibilities and duties are outlined as follows:

- Research and develop all environments for networking equipment
- Monitor and manage all networking equipment
- Research and develop tools and opportunities for network improvement
- Reduce crosstalk and network ineffectiveness
- Develop planning documentation to improve network efficiency
- Install all network cabling and tools needed for network systems (less system hardware)

Training

Due to the nature of this position, there will be no training available.

mtrosemedia provides the Network Systems Coordinator:

- ✓ As the liaison to networking systems, all required equipment needs to be submitted to the IT Director

Qualifications

To become a Network Systems Coordinator, you must be a member of Mt. Rose COGIC for at least 2 years, and have attendance greater than 75%.

MEDIA DIRECTOR

The Media Director is the acting leader of the Mt. Rose COGIC Media Department, and is the responsible entity for all the aforementioned teams and positions. The Media Director may hold various positions within the Media Department, and should be in close relation to the IT Director position as it relates to knowledge. As the Media Director, all accountability for the Mt. Rose Media Department is solely on the Media Director. This role is a leadership role, and oversees the department as a whole. The integrity, advancement, and pursuit must be maintained to advance the Kingdom of God through the name of Jesus Christ. There are no outlines for opportunities or instructions for operations, and the details must be obtained through several meeting with the Pastor and staff.

The Media Director must uphold the beliefs and statement of faith presented by Mt. Rose. Furthermore, the director represents the heart and spirit of Mt. Rose to the Media Department, and it's pursuit of excellence must be in accordance.

Appointments for this position can only be done by the Pastor and the involvement thereof.

General Protocols and Procedures

- ❖ All mtrosemedia Team Members must attend at least one prayer service weekly. This includes Sunday Morning Prayer when available.
- ❖ mtrosemedia operates on standard flat file systems. As a result, all nomenclatures and organizations should conform to the following date format:
 - YYYYMMDD (20130918)This helps to locate files and systems between departments for efficiency and effectiveness
- ❖ All request for procedure changes outside of the Mt. Rose COGIC Media Department should be submitted to the Communications Director, with the knowledge that this process will be represented by the Media Director in the appropriate meeting
- ❖ All “Team Leaders” represent Domain Administration privileges. Therefore, any additional software installation that needs credentials can be submitted to your “Team Leader” for installation.
- ❖ All mtrosemedia Team Members must have an email account. If you do not have proper email access, an email will be provided for you on behalf of mtrosemedia.org