



# Church of God by Faith, Inc.

2409 Old Middleburg Road N. ~ Jacksonville, Florida 32210

## Media Timekeeper Ministry Job Description

**Volunteer Job Title:** Media Timekeeper

**Reports to:** Valerie Thomas

**Scheduled Shift:** To Be Announced

**Job Location:** General Assemblies/Conventions, Events and at the Discretion of the National COGBF Convention Coordinator.

The purpose of the time keeper is to ensure that the flow of the service remains within the boundaries of the live streaming time parameters.

**Timekeeper:** The media timekeeper ensures that the presidors, speakers and platform presenters remain on-target and within the time frame that have been outlined in the run of show programming. The timekeeper uses the countdown clock to communicate with the platform the amount of time they have to complete their assigned task ensuring that they do not exceed the specified time limit.

By reminding the speaker of time spent on a task, the timekeeper helps the speaker efficiently manage his/her time allotment.

### Job Duties:

- Must have a basic knowledge of computer operation.
- Timekeeper must be attentive and able to follow the run of the show outline.
- Timekeeper should be at their work station 1 hour prior to service starting time.
- Must be willing to adhere to the team schedule given and remain throughout the duration of the service.
- Must pay close attention to on the spot changes/deviations that may occur during the service and make any necessary time adjustments.
- Must be responsible for getting equipment prior to service and make sure it is properly shut down and returned to designated media team member after service ends.
- Must remain aware of service/streaming activity in case commutation with the AV team is necessary.