



MANNACHURCH

Position: Logistics Director & Production Assistant Director

Location: Manna Church Hawaii

Status: Part-time hourly, \$23/hr, 15-18 hours per week

Supervisor: Creative Executive Director

Direct Reports: Setup Team Leads (2), Teardown Team Leads (2), Production Team Leads (2)

Manna Church Vision Statement

A Vision To Change The World

Manna Church Mission Statement

We believe our Manna Church mission is to glorify God by equipping His people to change their world and by planting churches with a world-changing vision.

We plan to accomplish this by:

- *Helping God's people discover their individual gifts and callings, creating an environment where these gifts and callings may be developed, and deploying the people to be salt and light in their world. Our Small Groups are designed to help accomplish this goal.*
- *Helping God's people build strong families and by creating a community where individuals may find fulfillment and expression regardless of age or marital status.*
- *Planting churches with the same vision both domestically and abroad.*

Position Overview:

The role of the Logistics Director is essential to the success of our Sunday morning service. The Logistics Director is responsible for leading the Setup Team Leads and Teardown Team Leads in strategizing for their specific lanes, working with each Sunday environment for their setup and teardown needs, continued leader development and placement, and maintenance of box trucks. The Logistics Director is also available to trouble-shoot any Sunday morning technical issues outside of the main auditorium (MannaKids environments, etc).

The Production Assistant Director is responsible to assist the Production Director in overseeing all elements of production in the areas of audio, video, lighting, and broadcasting with the goal of producing excellent experiences at weekend services both in-person & online.

Personality and Skill Set:

The ideal candidate for this role:

- Is a detail-oriented self-starter who naturally takes initiative
- Is a team player capable of cultivating productive working relationships across multiple levels of church staff

- Possesses a resourceful, “can-do” attitude
- Thrives in a fast-paced environment
- Is comfortable with technology and has a basic understanding of frequently used technology and programs and/or quick learner for platforms, such as Google applications, Planning Center applications, Asana, etc
- Believes deeply in Manna’s vision and mission

Job/Time Requirements:

- Other than Sunday mornings and required meetings, this is currently a remote position, but may require in-office hours in the future. Hire must have a suitable and consistent workspace available for remote work.
- Flexible availability.

Specific Tasks of the Logistics Director:

- Maintain consistent Debriefs and 1:1’s with Direct Reports (Setup Team Leads & Teardown Team Leads)
- Take the lead in strategizing for the setup and teardown process based on feedback from Team Leads, developing them as leaders, identifying and placing leaders, and helping take steps of faith.
- Use feedback from Team Leads and other Sunday SERVE Teams to increase the efficiency and effectiveness of the Logistics teams.
- Work with each Sunday environment to update setup and teardown protocols.
- Keep the box trucks maintained, Safety Checked, and Registered.
- Keep road cases maintained.
- Assist Logistics teams in identifying and shoulder-tapping SERVE Team truck drivers.
- Work with the Operations Department to add any new drivers to the insurance.
- Be available on Sundays to troubleshoot any technical issues outside of the Worship Center environment.
- Develop an intimate working knowledge of all technical systems outside of the Worship Center (included but not limited to Kids Auditorium Tech, Check-In Systems, etc.

Specific Tasks of the Production Assistant Director:

- Assist in overseeing production of excellent and distraction-free worship services
- Oversee proper operation of audio, lighting, media, and video broadcast equipment.
- Work with the Producer, Technical Director, and Audio Engineers on Sunday mornings to create an excellent video broadcast experience.
- Learn to troubleshoot and fix any issues that may arise during Sunday morning experiences.
- Learn to manage ProPresenter, Ableton, and QLab and Vista softwares for Sunday Worship Experiences.
- Schedule Production Team for Sunday Worship Experiences.
- Provide direct supervision to Production Leads
- Assist in training and development of Production Leads.
- Develop detailed knowledge of operation and integration of all equipment.

Meetings required:

- Weekly Communication & Debrief meeting
- Monthly 2+ Layer Leader Gathering
- Monthly 3+ and 4+ Layer Leader Gathering

Personal/Job Development:

- 1-on-1s Monthly with Supervisor
- Leadership Gatherings
- Opportunity to Attend Manna Multiply Conference
- Occasional on-island trainings and conferences

Manna Church

PO Box 700249
Kapolei HI 96709
hawaii.manna.church

Employment Application

Date: _____

Section 702 of the Civil Rights Act of 1964 exempts religious organizations from Title VII's prohibition against discrimination in employment on the basis of religion. Applicants who meet the beliefs and religious requirements of Manna Church shall be provided an equal opportunity to be considered for hire regardless of race, color, national origin, sex, age, marital status, veteran status or disability.

APPLICANT INFORMATION

Position Applied For: _____ Social Security #: _____

Date You Can Start: _____

Type of Employment: Full-time Part-time Weekender Temporary

Last Name: _____ First Name: _____ Middle Initial: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Daytime phone number: _____ Evening phone number: _____

Other (cellular, pager no.): _____ Are you 18 yrs. of age or older? Yes No

Are you eligible to work in the United States? Yes No

GENERAL INFORMATION

Have you ever applied for a job with Manna Church before? Yes No

Are you a former staff member of Manna Church? Yes No

Do you have any relatives currently working for Manna Church? Yes No

If so, Who? _____

Have you ever been discharged or requested to resign from a position? Yes No

Have you ever been convicted of a crime other than a minor traffic violation? Yes No

If yes, please attach a letter of explanation that provides details of what, where, and when.

Have you accepted Jesus Christ as your Lord and Savior? Yes No What year? _____

What Church do you attend? _____ Pastor's Name: _____

Do you presently serve in any areas? Yes No

If yes, in what area(s) of ministry do you serve?

If you attend Manna, which steps of the Growth Track have you completed?

FirstStep NextStep LeaderStep None

EDUCATION & TRAINING

Grammar or High School

Name of School: _____ Location: _____

Did You Graduate? Yes No Subject Studied and Degree(s) Received _____

College

Name of School: _____ Location: _____

Circle Last Year Completed 1 2 3 4 Did You Graduate? Yes No

Subject Studied and Degree(s) Received _____

Graduate School or Seminary

Name of School: _____ Location: _____

Circle Last Year Completed 1 2 3 4 Did You Graduate? Yes No

Subject Studied and Degree(s) Received _____

Trade, Business or Correspondence School

Name of School: _____ Location: _____

Circle Last Year Completed 1 2 3 4 Did You Graduate? Yes No

Subject Studied and Degree(s) Received _____

Military Service

Have you served in the U.S. military? Yes No If yes, which branch? _____

Rank _____ Years of service _____ Training _____

SKILLS & QUALIFICATIONS

PROGRAM EXPERIENCE

Please list any programs/platforms of which you would like us to be aware with which you have experience, such as Google Drive, Planning Center, QuickBooks, ProPresenter, Adobe, etc.

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

FOREIGN LANGUAGES (read, speak, and/or write): _____

Check here if you have attached a resume and continue to the next section.

EMPLOYMENT HISTORY (In chronological order – starting with most recent)

Employer Name: _____ Phone no. _____

Address: _____ Position: _____

Dates Employed: ____/____/____ to ____/____/____ Hourly Rate/Salary: Starting: _____ Final: _____

Supervisor's Name & Position: _____

Reason for Leaving: _____

Duties: _____

Employer Name: _____ Phone no. _____

Address: _____ Position: _____

Dates Employed: ____/____/____ to ____/____/____ Hourly Rate/Salary: Starting: _____ Final: _____

Supervisor's Name & Position: _____

Reason for Leaving: _____

Duties: _____

Employer Name: _____ Phone no. _____

Address: _____ Position: _____

Dates Employed: ____/____/____ to ____/____/____ Hourly Rate/Salary: Starting: _____ Final: _____

Supervisor's Name & Position: _____

Reason for Leaving: _____

Duties: _____

REFERENCES

List below three persons not related to you, whom you have known at least one year.

Name: _____ Name: _____

Job Title: _____ Job Title: _____

Years Acquainted: _____ Phone no. _____ Years Acquainted: _____ Phone no. _____

Name: _____

Job Title: _____

Years Acquainted: _____ Phone no. _____

AUTHORIZATION

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by Manna Church.

I understand that any employment is conditioned on a background check. I authorize Manna Church to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to Manna Church, without giving me prior notice of such disclosure. In addition, I release Manna Church, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon Manna Church unless made in writing. I further understand and agree that if I am hired, my employment will be "At Will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at my option or that of Manna Church.

I understand that filling out this form does not indicate there is a position open and does not obligate Manna Church to hire me. If hired, I agree to abide by all of Manna Church's work rules, policies and procedures. Manna Church retains the right to revise its policies or procedures, in whole or part, at any time.

SIGNATURE: _____ **DATE:** _____

PERMISSION TO OBTAIN BACKGROUND CHECK

This form authorizes the church to obtain background information and must be completed by the applicant. The church must keep this completed form on file for at least two years after requesting a background check.

I, the undersigned applicant (also known as the consumer) authorize Manna Church through its independent contractor, CIA Research, to procure background information (also known as Consumer Report and/or Investigative Consumer Report), about me. This report may include my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records and the state offender records.

I understand that I am entitled to a completed copy of any background information report of which I am the subject upon my request to Manna Church, if such is made within a reasonable time from the date it was produced. I also understand that I may receive a written summary of my rights under the Fair Credit Reporting Act.

SIGNATURE: _____ **DATE:** _____

DO NOT WRITE BELOW THIS LINE

1st Interview by: _____ Date: _____

2nd Interview by: _____ Date: _____

Remarks: _____

Hired _____ Dept. _____ Position _____ Start Date _____

Salary _____

Approved: _____