

Job Title: Online Host

Job Objective: Create an inclusive and welcoming environment for those attending ministry gatherings online.

Reports To: Disability Ministry Pastor / Director

Job Location: Being present during in-person gatherings that are being live-streamed

Job Duties:

- Create an inclusive and welcoming environment for all attending ministry gatherings online
- Arrive 15 minutes before programming to ensure technology set up is ready to go
- Be the intermediary between the leader of the in-person gathering and the online group
- Welcome each guest that joins by name
- Take online attendance
- Asking online viewers if they have any questions they want to submit to the leader of the in-person gathering
- Take and post notes of the important points that the leader is making in their lesson
- Copy and paste scripture passages in the chat that are shared in the lesson
- Asking the online viewers if they have any specific prayer requests for the group
- Pray online with those that wish to be prayed for
- Invite online viewers to return to the next scheduled ministry event Use a laptop provided by the Disability Ministry or smartphone if no laptop is available

Job Commitments:

- Commit to one calendar year, renewed annually
- Commit to living a life that brings honor to God both publicly and privately
- Put the needs of the online gathering before your own
- Report any suspected abuse or neglect observed in online interactions

Security:

- Complete volunteer application process including but not limited to, completing an application, providing references, participating in interviews, and submitting background checks.
- Report any personal infractions which could jeopardize their background check approval or status