

# AUDIO VISUALS TEAM



**MINISTRY VISION/PURPOSE:** To allow the congregation to engage with videos, graphics, images and to read liturgy and song words during our services.

**ROLE:** Operating the AV computer on the church laptop. This is used to project words and videos from the service plan to the 3 projectors in church. Hall services use the same laptop with one or two screens. You will also ensure that the necessary sound cables are connected to sound desk for videos and sound clips.

**WHAT ROLE INVOLVES:** Being part of the AV team for a service just once or twice a month. We are flexible in terms of availability and can work around your schedule and commitments in our app-based scheduling software (Planning Centre). All service material is fully prepared for you in advance of the service, and it can be as straightforward as hitting the space bar at the right time!

**Before the service:** arriving at church in plenty of time to switch on the laptop, projectors and lower the projector screens. Check the service plan (provided and annotated for you) for items to project and cues. Some team members like to run through the plan with the music rehearsal on Sunday afternoon/early evening to familiarise themselves with the song structures. This can also be done, optionally, on Tuesday evenings at the music team rehearsals. Check the sound for any videos is coming through to the sound desk.

**During the service:** switching between liturgy and song words as needed and views of slides/videos or camera views in the church as required. During songs and liturgy, moving onto the next slide in a timely fashion to allow free flow of worship.

**At the end of the service,** switching off the laptop, projectors and screens.

**ESSENTIAL QUALITIES FOR ROLE:** Reliability, some computer confidence, patience and a calm disposition, ability to be part of a team, with flexibility to cover holidays, illnesses and extra services as needed.

**TRAINING/GUIDANCE PROVIDED:** Full training and support will be given for as long as it is needed. For the first few services you would work alongside a current member of the team; this would allow you to familiarise yourself with the role and its duties and to ask any questions you may have along the way. A folder of information/help sheets is always available by the AV desk. You will never be expected to run the system until you are completely confident and comfortable with it all.

*“ I enjoy being part of a team that is supportive of each other and our church family. There's always someone to help if there are technical issues. It's good to be doing God's will and it's fun!”*

**Interested? Want to find out more?** Contact Alex Dengate – [alex.dengate@kpc.org.uk](mailto:alex.dengate@kpc.org.uk)