**Job Description: Sound and Visual Technicians**

# Purpose:

Produce the best possible atmosphere for worship through sound and visual reinforcement. This includes, but is not limited to creating the best music mix possible, creating an audio mix that meets the mood the pastor *I* worship leader wants to convey, and supporting the audio needs of the people involved with the church service, and providing a quality of visual effects and presentations. Ultimately, glorify God through providing excellent audio services.

# Responsibilities:

* Participate in the creative planning of the Sunday and special services.
* Maintain a strong prayer base for the ministry.
* Communicate faithfully with the Lead Pastor and Music Directors. Participate in the life and ministry of the church.

# Qualifications:

* Authentic relationship with Jesus Christ as Savior and Lord.
* A heart for worshiping God.
* Be in good standings with the church and attend regularly.
* Able to work with a **cooperative** spirit in a team setting.
* Love and respect for people.
* Sense of humor and positive attitude.
* Take directions and corrections well. Listen and follow instructions.
* Have experience mixing audio successfully in the live environment or willing to attend training and work alongside a mentor.
* Ability to think quickly and react *I* trouble-shoot properly in high stress situations or on short notice.
* Dependable, responsible, self-motivated, teachable and creative.
* Must be able to present information and suggestions to improve this department.

# Time Required:

* Each technician is to have a break from service to improve one's spiritual life
* Be present 15 minutes before each practice and be attentive throughout the service to ensure quality. (do not leave the service unless emergency)
* Attend meetings that will affect the overall performance of the service

# Tasks:

**Pre-Service:**

* Set up stage for musicians or with musicians. This would include microphone stands, microphones, music stands, etc.
* Perform proper line check.
* Make sure microphones have new batteries.
* Perform proper sound check; includes gain settings, monitor mixes, proper volume settings, and the eq/missing process.
* Check with worship leader, pastor, or coordinator for schedule and special changes.
* Check with speakers to ensure their volume or other request are handled in a cooperative, professional and helpful manner
* Operate Easy Worship program to display sound lyrics, videos and other media during service.
* Obtain video clips and play them before the service to check volume and clarity. Have them ready to go so that there is no delay in the service. Make sure of your cue times for each video or audio clip.

# During Service;

**Be at your post 10 minutes early before each service.**

* Responsible for adjusting sound levels during the service as needed. This includes musicians, praise & worship team, speakers, people making the announcements, etc.
* Responsible for following the worship leader's and musician's direction during services.
* Responsible for lights, both turning on and off. Contemporary service praise & worship lights out gradually *I* lights turned back on gradually for announcements and

speakers.

* Responsible for recording the service.
* Responsible for following stage and schedule cues.
* Responsible for speaker's microphone.
* Responsible for projector screen return to station and turn lights on the cross. Responsible for providing a distraction-free service.
* Responsible for music at alter times

# Post-Service

* Return media to individuals (CD, DVD etc).
* Brainstorm and talk with the musicians, band pastor or coordinator to find out if there were any issues for them during service.
* Make sure that microphones are turned off on the platform.
* Note any broken/faulty equipment and take it out of service if possible.
* Clear stage of equipment as needed.
* Lock the upstairs after each service to prevent stealing and altering you settings.

# Wrap Up

* The soundperson is a valuable to our church. There are times you may not feel you can please everyone. Our experience and knowledge is important but not as important as working together for the same purpose.

# People Skills:

* Handle complaints from the congregation.
* Distinguish a suggestion from a complaint.
* Talk frankly (yet politely) with others.
* A service can be a time for spiritual warfare.
* Your ministry can greatly enhance or detract from the spirit moving forward. The board is here to assist you if needed.

# Responsibility For Staff To The Church

1. Will do their best to uphold pastor's vision for church.
2. Will be completely loyal to pastor
3. Must be faithful to all church services & functions.
4. Active in altar times for themselves.
5. Will generally be involved in all church functions.
6. Must always have the church at heart & always be an open advocate for the church,

never smearing the name of the church or its leadership.

1. Faithful, in their church attendance & giving.
2. Faithful, to teach the full Counsel of God’s Word.

I. Must be faithful, as Gods role model.

1. Must be faithful, to uphold holy standards.
2. Willing to give extra of themselves if need be to advance the kingdom of God.

**Remember:** These guideline & job descriptions for staff are set by the pastor and they are not merely suggestions for anyone just to consider, but they are requirements to serve at our church.