

# KURRI KURRI BAPTIST CHURCH

## Audiovisual Team Role Description

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Note: Throughout this document, “Church” refers to Kurri Kurri Baptist Church (KKBC), the local Church which adopted this document.

## Role Title

Audiovisual Team

## Role Description

Provide audiovisual for Church services and meetings as required

## Responsibilities

- Liaise with the Worship Team and/or Church Leadership who are leading the service or meeting
- Turn on the power, and Log onto the Church computer using the password, and check the Wi-Fi/Internet connection
- Turn on the speakers, screens and mixer
- Setup the sound equipment, microphones etc. and adjust as necessary
- Prepare PowerPoint slides (with backgrounds):
  - Sourcing song lyrics from CCLI, ONE LICENSE or the song database
  - Sourcing Bible readings from Bible Gateway or similar, using the New International Version (NIV)
  - Download YouTube videos using Clip Grab
- Follow the order of service
- Record the message using Audacity
- Report the songs with copyright to the Worship Team Coordinator
- Check that the Church holds the necessary copyright licenses
- Update software, database as required
- Attend Music practice, if possible. If unable to attend music practice, notify the Service Leader, and ensure the song lyric slides have been made available on the Church computer prior to the practice
- Be available 30 minutes before the service commences
- Utilise AV instructional resources and aids as required (including the laminated guide sheets), and update these resources when needed to keep the information current and helpful

## Prerequisites and/or skills required

- Church member, and/or agree with the "Responsibilities of Membership" listed in the Constitution (5.c.)
- Compliance with the Procedure for Staff and Volunteers
- Have a working knowledge of technical requirements to operate AV equipment
- Have a good knowledge of PowerPoint

## Supported by

- Church Leadership, and Church
- Worship Team Coordinator and Team (Service Leaders, Musicians)
- Roster Coordinator

## Term

- Nominated by the Church Leadership and affirmed at the Annual Church Meeting
- One year term, with eligibility for re-nomination for subsequent terms

## **Reporting to**

- Church Leadership, and Church

## **Reporting method and frequency**

- Verbal or written as required