

KURRI KURRI BAPTIST CHURCH

Audiovisual Team Role Description

Document 57	
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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 (AV) 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 Ministry 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 (Category 2 b - Volunteers not in leadership roles or engaged in child-related work or work with vulnerable adults)
- Have a working knowledge of technical requirements to operate AV equipment
- Have a good knowledge of PowerPoint

Supported by

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

Term

- Nominated by a regular Church attendee (Member or Non-Member) 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