Audiovisual Team Job Descriptions

The following descriptions are for various positions within the Audiovisual Team.

**Audiovisual Team Lead**
The Audiovisual Team Lead will be responsible for the oversight of all areas of the Audiovisual Team.

**Accountable To:** Lead Pastor

**Time Required:** Approximately 3 hours per week (some Sundays as needs arise)

**Spiritual Gifts:** Administration, Mercy-showing, Encouraging/Exhorting, and Serving/Ministry

**Qualifications & Personal Attributes:** Leader, Dependable, Good Communicator, and Good Organizational Skills

**Duties and responsibilities include:**
- Create monthly schedules for all areas that fall under the Audiovisual Team to ensure coverage for Sunday mornings.
- Conduct quarterly meetings with the Audiovisual Team to go over plans, answer questions, and address any issues within the ministry.
- Recruit and train new volunteers.
- Serve as point of contact between the Praise & Worship Leader and the Audiovisual Team (for song lyrics).
- Serve as point of contact between speakers and the Audiovisual team (for sermon title, scripture(s), graphics, and other content).

**Sound & Lighting Engineer**
Sound & Lighting Engineers will be responsible for engineering each worship experience to create an atmosphere that is conducive for worship and quality communication.

**Accountable To:** Audiovisual Team Lead

**Time Required:** Approximately 3-5 hours per week, on weeks scheduled to serve (approximately 3 hours on Sunday and 2 hours during rehearsals as needed)

**Spiritual Gifts:** Serving/Ministry
Qualifications & Personal Attributes: Dependable, Good Communicator, and Professional

Arrival Time (on Sundays): 9:00 a.m.

Duties and responsibilities include:
• Engineer and mix sound during worship experiences
• Control lighting during worship experiences
• Coordinate and perform sound checks with Praise & Worship Team prior to each worship experience
• Set up and break down sound system on Sundays
• Troubleshoot sound issues
• Provide audio recordings of sermons

Video Projection Operators
Video Projection Operators will be responsible ensuring that all visual aspects of the worship experience are displayed on the screen(s).

Accountable To: Audiovisual Team Lead

Time Required: Approximately 3 hours per week, as scheduled on Sundays

Spiritual Gifts: Serving/Ministry

Qualifications & Personal Attributes: Dependable and Professional

Arrival Time (on Sundays): 9:00 a.m.

Duties and responsibilities include:
• Create and select various slides to be included during worship experiences
• Set up and break down computer and projector on Sundays scheduled
• Display welcome and countdown slides prior to the beginning of the worship experiences
• Display lyrics to songs during praise and worship
• Display scriptures and sermon content slides during sermon
• Display video announcements
**Camera Operators**
Camera Operators will be responsible ensuring that all services are recorded on video.

**Accountable To:** Audiovisual Team Lead

**Time Required:** Approximately 3 hours per week, as scheduled on Sundays

**Spiritual Gifts:** Serving/Ministry

**Qualifications & Personal Attributes:** Dependable, Professional, and Good Communicator

**Arrival Time (on Sundays):** 9:00 a.m.

**Duties and responsibilities include:**
- Set up and break down camera(s)
- Record services with camera(s) provided
- Operate switcher and direct camera(s) as scheduled

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**Stage Hands**
Assist the Sound & Lighting Engineer and the band with the set up, break down, and relocation of various items on the stage before, during, and after the worship experience.

**Accountable To:** Sound & Lighting Engineer

**Time Required:** Approximately 3 hours per week, as scheduled on Sundays

**Spiritual Gifts:** Serving/Ministry

**Qualifications & Personal Attributes:** Dependable & Professional

**Arrival Time (on Sundays):** 9:00 a.m.

**Duties and responsibilities include:**
- Assist Sound & Lighting Engineer with the set up of microphones and mic stands
- Assist the band with the load in, set up, and load out of instruments.
- Relocate mic stands as needed during worship experience
- Set up podium for speaker
CityPoint News Anchor
CityPoint News Anchors will be responsible for recording video announcements to be aired during the worship experience and on the church’s website each week.

Accountable To: Audiovisual Team Lead

Time Required: Approximately 3 hours per week (filming)

Spiritual Gifts: Serving/Ministry and Encouraging/Exhorting

Qualifications & Personal Attributes: Dependable, Professional, Good Communicator (verbally)

Duties and responsibilities include:
• Record video announcements each week as scheduled
• Edit video announcements each week as scheduled