

Job Description

Note:

Group 1: Must have DBS and Barring check

Group 2: Must have DBS check

Group 3-5: No DBS check.

Role: AV Technician

Group: 4 **Workforce (Child/Adult): None**

Volunteer Role Outline

Role information:	To prepare and/or execute the video images for Sunday worship and activities.
Location:	Local Church
Responsible to:	The Minister, Stewards and activity organisers
Eligibility:	No restrictions
Commitment:	To work as part of a team on a rota system as agreed in advance.

Key volunteer activities

AV Setup

- Ensure order of service is received and uploaded into the presentation package in good time for service. Items to be uploaded to a local computer will depend on the software package used by the church but may include PowerPoint, hymns, bible passages and occasionally videos and/or teaching notes.
- Playlist should be checked in full by navigating through each item. This includes playing all video and audio to check they are complete.

Data Projection

- The operator should arrive at **least 30 minutes** before service starts.
- All the TVs/camera's & projectors should be turned on and checked to ensure they are receiving a signal.
- Power Point is best achieved by performing a dry-run through before the service starts.
- The hymn arrangements need to be checked with the organist or music box and the playlist checked against the service plan. This is best achieved by performing a dry-run through all play list items including any that involve audio or video.
- Maintain a high concentration and awareness throughout the service.

Personal Skills

- Good interpersonal skills
- Good computer skills and knowledge of the presentation system used.
- A willingness to work as part of a team and with Worship Leaders and Preachers.

Boundaries

- Care should be taken that the correct copyright information is displayed.

Safeguarding

The role will be recruited using the Safer Recruitment Procedure of The Methodist Church and volunteers will need to complete the required recruitment forms, A DBS is not required.

Training and support provided

- Volunteers are supported by the Minister and Stewards
- Volunteers are encouraged to attend safeguarding training; Creating Safer Spaces - Foundation renewable every four years.

Appointment Period

Volunteers appointment is for three years with an additional three years on reappointment. It should not continue beyond six years. However, the appointment can be extended but only following approval from the Church Council.

This job description is approved by

Signed..... Date.....
(Church Council)

I have seen and accept the responsibilities of this role

Signed..... Date.....
(Applicant)

NAME:

CONTACT DETAILS:

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MANNER BY THE METHODIST CHURCH
NB All information will be held in accordance with GDPR