

Role Description

Note:

Group 1: Must have DBS and Barring check

Group 2: Must have DBS check

Group 3-5: No DBS check.

Role: Sound Technician

Group: 3 Workforce (Child/Adult): Adult & Child

Volunteer Role Outline

Role information: To assist enhance worship and activities by discussing audio requirements. To rig, operate and derig as required.

Location: Local Church

Responsible to: The Church council and Activity Organisers

Eligibility: No restriction

Commitment: To attend Sunday Worship according to a rota and activities as agreed in advance.

Key volunteer activities

Before service/activity:

- Arrive at the service/activity at least 30 minutes before service/activity to set up the equipment.
- Turn on the equipment, normally the Sound Desk and Amplifiers, CD player
- Check the order of service for Sound Amplification requirements
- Check radio microphones for function. Install recharged batteries if required.
- Fit any static microphones that may be required and check operation.
- If required use DI Boxes for any electronic equipment being connected to the system.
- If required, assist in the fitting of radio lapel mics to any participant (child or adult) after seeking their permission.
- Check any CD's that are to be used in the service for function and levels.
- Ensure that the church services are recorded as required.

At the end of the service/activity:

- Recover the radio mics and store
- Put away any other equipment used.
- Turn off sound amplifiers.
- Turn off the recording equipment if being utilised.
- Recharge any used rechargeable batteries

Personal Skills

- Good interpersonal skills
- Knowledge of audio technical skills, microphones, recording equipment etc.
- A willingness to work as part of a team

Boundaries

- The fitting of microphones must not invade the personal space of the wearer.

Safeguarding

The role will be recruited using the Safer Recruitment Procedure of The Methodist Church and volunteers will need to complete the required recruitment, a DBS is not required. Volunteers will be asked to provide all relevant documents for these checks.

Training and support provided

- Volunteers are supported by the Church Council
- 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:

A COPY OF THIS FORM WILL BE RETAINED IN A SECURE AND CONFIDENTIAL
MANNER BY THE METHODIST CHURCH
NB All information will be held in accordance with GDPR