

POSITION DESCRIPTION

Name of Position and Team/Task Force

Sound System Operator, Sanctuary

Responsibilities

1. Set-up and start tape to record the service being conducted
2. Stop recording system following service
3. Label tape and deliver to office (date, service)
4. Shut-down system
5. Make sure microphones being used are live and correct volume

Qualifications

Any member, 14 years or older), willing to be trained to run the system

Amount of Time Required

Ninety minutes per service

When Ministry is Performed

Fifteen minutes prior thru fifteen minutes following the service

Length of Commitment

Usually one service per month or as often as the volunteer is willing to commit

Training Provided

Training is by any member who is presently capable of running the system. Usually, one ten-minute session of training is all that is necessary as the system almost runs itself after being started

Responsible To

Jan Scovill, Chairperson of Worship Committee

Support Provided

Judy Greer or any sound system operator

Last Reviewed

November 2006