



Media Tech – Position Charter

What/Why

Worship is offering our whole selves to God: our hearts, souls, minds, bodies, gifts, talents, offerings, praise, and love. HCC enters into worship through music, message, and prayer. These cannot be presented without the abilities of technically talented people. The Media Tech equips the church to enter worship through the presentation of videos, graphics, and lyrics for worship songs.

Expectations

- You must have the ability to concentrate on the task at hand.
- You must be creative, attentive to detail, and dependable.
- You are expected to be at the Access Event Centre by 9:00am on the Sunday morning you are scheduled to oversee the set-up of the computer/projector and to run through the songs with the Worship band. **NOTE:** When services are held at the Log Cabin, set up times will vary.
- You will project lyrics for worship songs, advancing the lyric slides in time with the music.
- You will make visual presentations (if needed) using PowerPoint to project the speaker's main points and scripture verses, advancing slides to match.
- You will make weekly "welcome" videos to run at the beginning of each service with the message title, speaker, and any other special announcements.
- You will run any videos requested by the speaker at the appointed time during the service or message.
- You should be familiar with how to operate a laptop and how to hook it up to the projector.
- You should be familiar with Microsoft Office programs (PowerPoint, Microsoft Word).
- You should be willing to learn to use the Easy Worship program, which is used to project lyrics.
- You will oversee the tear-down and storage of all sound equipment before you leave.
- You are responsible to inform the Lead Audio Tech and Worship Service Coordinator if you aren't able to be on for your scheduled shift and to ensure you have a replacement from the Audio Tech Team.

Related Spiritual Gifts

Helps/Service – Hospitality

I understand and agree to adhere to the above. I also understand that my continuance in this position is subject to the approval of the Lead Audio Tech for Hillside.

Media Tech

Date (m/d/y)