

## AV Team Role & Guidelines

Role & Guidelines for C3 Church Queenstown

**About the role:** Operating the audio visuals for our services and events is a position of great importance; you are part of creating and curating a flowing, well-timed and effectively communicated experience for the people in attendance. While prioritising organisation and flow is important, flexibility and a can do, team player attitude is just as important. You are helping as part of an awesome team, working closely with the Service Overseer on the day, coordinating with the Sound Technician, Worship Leader and Service Leaders MCing the service, all to help curate an experience for people to know Jesus more and find community together as we gather.

**Overseen by - on Sunday's:** Service Overseers in conjunction with Lead Pastors.

**Caring for you:** as a valued member of our Church team and family, our heart for you is that you continue to grow in knowing Jesus and find community through our Sunday service and mid-week dinner parties. As part of completing the Next Step pathway you will have:

- Made the decision to make C3 your Home Church.
- Completed the Next Step Google Form after completing Step 4
- Join a Dinner Party and plan to regularly attend; dinner parties are the place for you to find community in your Church and where you can bring friends along. C3 Dinner Party Hosts are also responsible for your pastoral care; meaning they are there for you, to pray with you and to encourage you in your faith journey.
- You're part of the Dream Team now...exciting! We regularly get all the volunteers across our whole Church together for a night called ALL IN Dream Team. These nights are fun and create valuable connections for you as part of the team. We have supper, connect, worship, pray, have fun and hear Ps Andrew and Alana's hearts for the coming season, so we can be on the same page as a Church, building the Kingdom together for God's glory.
- Relationships are highly valued at C3, we love to keep communication open and honest and we love to do life well together, so catching up and checking in is a normal part of our culture and we encourage you to connect with your team leader and team regularly for fun and feedback.

### Required Experience:

- Great communication skills
- Proficient in working with Apple computers and devices
- An eye for detail and spelling
- Great team player, can do attitude
- Knowledge of worship songs and music helpful

### Role timeframe and time commitment:

- 30 minutes prep in the week - once the runsheet is completed, you can log in to spend time preparing before Sunday if you wish.
- Sundays from 9am with the worship team, until approx 12.45pm, when morning tea has finished and there is no longer a need for background music or AV.
- In 2021 attend the fortnightly worship team practice with the sound team at Church; this time is for training and preparing for Sundays.

### Responsibilities

9am Before the Service:

- Set up, plug in and turn on the AV computer
- Connect HDMI and the sound desk
- Open WE and Spotify on the computer
- Add in and adjust the schedule according to the runsheet

- Check any video clips and sound level adjustment required for them
- Add Bible verses, AV slides or videos for the speakers
- Run through the AV's while the worship team are practicing.

9.45am

- Check in with the service overseer and double check and go over the runsheet.
- Coordinate the use of Bible verses and other AV slides or videos with the person
- preaching (if applicable). Preachers have been told they should have verses and slides to you by 9am, if not during the week.

10.00am

- Pre Service prayer and free worship - feel free to join in at your post.
- If the band EVER needs to stop playing for some reason, always put on background music.

10.30am

- Change main AV to the Welcome Slide.
- As the service moves through the runsheet, please ensure that:
- Follow along with each worship song, changing words appropriately and slightly ahead of time with the singing/music.
- Please put up the announcement AV slides in the order they are announced, sometimes that differs from the schedule or runsheet.
- When running a video, make sure the sound team turns it up relatively loudly, as soon as it starts to play.

As the service concludes:

- Coordinate with the sound technician the transition of worship team to background music.
- Please play background music from the C3NYC Radio playlist on Spotify during morning tea.
- Please enjoy time connecting and having a hot drink and some morning tea.
- Pack up is to be no earlier than 12.45pm please and 1.30pm on Funday Sunday Services where we prioritise and value connection and community, we don't want people enjoying connecting together and the music and AV slides shut down.
- Save and close down the computer properly and pack up the computer into the computer bag, secure in the office.

**Role Specific Code of Conduct:**

*A helpful can do disposition is much appreciated in this role.*

*Sometimes you'll be privy to private and confidential information or log in's, signing this means you also agree to keep all this information confidential.*

*Sometimes things can get a bit hectic, please don't take any directives personally, we love you and are so grateful for your understanding and flexibility in stressful situations.*

**Name:**

**Time commitment:** 6 months / 12 months

**Signature:**

**Date:**

**Team Leader/Lead Pastor:**

Next Step Done

Next Step Forms

**Signature:**

**Date:**

**What's Next:**

1. Training on the job - coordinate a time with your team leader to do an induction. Feel free to ask questions as all our leaders love training people and seeing them fulfill God's purpose for their lives. Once you're confident in the role, you can go on the roster.
2. Join the [C3 Queenstown Dream Team](#) Facebook Group
3. Log into the [Team Hub](#) on our website, PW: C3team  
This gives you access to a wee write up about what's coming up and a bunch of resources, including the Current Roster Google Sheet.
4. Roster: please coordinate your availability with your team leader, if you can't make it, please try to arrange a swap within your team and let your team leader know.

**We know you'll love being on the dream team!**

**We look forward to seeing you find community and discovering your God given purpose!**