Liberty Hill Baptist Church
Audio Visual Committee Job Description

1. PRINCIPAL FUNCTION:
   - To serve on the audio visual committee providing audio and video needs for worship services and special events, including set up and tear down of audio and video equipment, cables, monitors, mics and mic stands as deemed necessary. This committee is a permanent committee.

2. QUALIFICATIONS:
   - To be a growing Christian, an active member in good standing of the Church demonstrating a committed walk with Christ.
   - English as a first language.
   - Knowledge and experience with current and up-to-date audio visual equipment and technologies.
   - Must be able to work in a rapidly changing environment with multiple priorities.
   - Ability to understand and follow directions.
   - Support the local Church faithfully in attendance and finances.

3. STAFF RELATIONSHIP:
   - Under the direct supervision of the music director.

4. DUTIES AND RESPONSIBILITIES:
   - Maintain all audio visual equipment to include sound equipment, projectors, the computer system, and any additional equipment that may be added as technology evolves.
   - Prepare and operate the audio visual system as needed for the worship services of the Church.
   - Attend rehearsals as deemed necessary by the music director to enhance the worship experience.
   - Serve to enhance our diverse ministries.
   - Ability to pay attention, adapt to changes and function well in a live production setting.
   - Ability to follow written and verbal instructions with great attention to detail.
   - Self-motivated individual capable of developing ‘the ministry’s vision’ without constant oversight.
   - Create an atmosphere that actively enhances the worship experience based on the purpose of the event and the audience demographic.
   - Oversee the implementation of audio visual aspects for services and events to ensure high quality and limit distractions.
   - Maintain and service equipment by notifying the music director of any problems.
   - Assist with the purchase and upgrade of audio equipment ministry-wide.
• Broad operational understanding/knowledge of full scope of technical ministries.
• Experience and basic understanding of automated and conventional lighting.
• Proficient on Windows and Mac platform.
• Understanding of video projection systems.
• Conduct a sound/video check prior to each service at least 10 minutes before service begins.
• Assemble media needed for each service (video, soundtracks, power point, announcements, etc.).
• Organize (before and after services) all mics, mic stands and monitor cables; place monitors back into position.
• Correctly identify wireless mics, set up with batteries and place in appropriate positions as required for each worship service.

5. OTHER EXPECTATIONS:
• Mentor other Church members interested in learning to operate any of the audio visual system.
• Require some evening and weekend work to support various events and functions especially during the Easter and Christmas seasons and any other special events.
• May require extended sitting, walking, bending, stooping, reaching, climbing, crawling, pushing, and pulling when setting up and taking down equipment or installing new equipment.

6. EXCEPTIONS: None.

Approved by the Senior Pastor: ___/___/2016
Approved by the Music Director:  ___/___/2016
Approved by the Finance Committee:  ___/___/2016