

## **Ministry Job Description: Media Team**

**Goal of Position:** The purpose of this position is to facilitate the act of worship of the Willow Pointe Church Body by providing direction and structure, and function of worship, as well as the ability to experience a worship service even if they are not able to attend.

Responsible to Lori Watts- Team Leader- Reports to Worship Leader & Administrative Pastor

### **Job Description**

The media team is a vital ministry of our church. This group provides sound technology management, visual worship presentations and videos of services. The group works in the background with the Worship Team and Worship Leader to provide an atmosphere conducive to the worship experience, aiming at freeing the body to worship the Lord in Spirit and Truth.

As a Media Team Member, you are required to:

- Attend practices on Wednesday evenings from 7:00 p.m. to 8:00 p.m.- Practices Sunday from 7:45 a.m. to 9:00 a.m.
- Arrive early to all services in order to check out visual/sound/lighting and video systems
- Attend training sessions during the practice time for 2-3 weeks prior to service time
- Be passionate about seamless worship production
- Prefer to be in the background and not be noticed
- Be willing to work with the rest of the Media Team for Team Success
- Work during worship services and possibly during other event services of the church.

Positions within the Media Team:

- Visual –
  - Understand the basic functions of ProPresenter Software
  - Manage the projection of information during the service
  - Input information into the ProPresenter software for service use
  
- Sound Board
  - Understand the basic functions of the Sound Board Operation
  - Have “an ear” for the mixing of the different instruments and voices
  - Organize the use of microphones and where they are connected to the system
  - Maintain sound equipment, change batteries for optimal performance
  
- Video Production
  - Record the service
  - Complete the processing of the video for loading to Vimeo and recording to DVD
  - Maintain records of recordings
  
- Light Production
  - Manage the settings of the lighting during services
  - Create shows of various lighting effects for use during the services
  - Turn on system before beginning of service and turn off following service

All positions require specialized training but although some experience is preferred, none is required.

