



St Paul's Castle Hill Volunteer Job Description

ROLE TITLE: VISUAL MEDIA

Our St Paul's mission is to bring people to Christ, build them in Christ, and send them out for Christ.

MINISTRY HEAD: Joel Hingston.

STAFF MINISTRY LEADER: Joel Hingston.

VISION/GOAL FOR THIS ROLE: Our Visual Media operators play a vital role in our services. From providing lyrics to the congregation and worship team, to delivering visual aids in sermons, and any additional media that may be used across a service. The role requires a high level of excellence without distractions for the congregation; allowing them to experience a smooth service which points to Jesus.

TIME COMMITMENT: Visual Media operators will serve once per month. For the week you are rostered on this includes a Thursday night rehearsal from 7-10pm, and Sunday hours of 9-11:30, then 5-7:30pm.

On occasion we may ask you to fill in or cover for a teammate.

During seasons such as Christmas and Easter, we may request you to serve a little more than usual, to the extent that you are able.

Please note that all hours for the role are volunteer hours. You will not be financially compensated for your time.

CHARACTER:

- Value and be growing in a relationship with Jesus.
- Live a personal life that is above reproach.
- Have others around you in your walk with Christ who affirm your character (staff, small group leader, team leader references)

CONVICTION:

- Be actively engaged in the life of St Paul's church, through regularly attending a service and small group (at least 6 months prior)
- Agree with SPCH Vision, Mission & Statement of Beliefs (<https://stpauls.church/what-we-believe/>)
- An understanding of our Vital Signs

COMPETENCY:

- Demonstrated competency in ProPresenter. This includes (and is not limited to):
 - Being able to open the software and open the relevant presentations for a service.
 - Sufficient knowledge regarding the operation of the software.
 - Providing appropriate lyrics and media for the different sections of a service.

KEY TASKS AND RESPONSIBILITIES:

Someone serving in the role of Visual Media operator would be responsible for the following:

- Responding to roster requests and knowing your own serving schedule.
 - Making the staff team aware of blackout dates via the Services app.
- Arriving before the rehearsal begins.
- Operating the Visual Media computer.
- Set up the order of service in ProPresenter (with lyrics, segments, and presentations).
- Making sure that there are:
 - (1) correct lyrics for the worship team during the rehearsal and service.
 - (2) correct media for the sections of a service
 - (3) visual aids for the sermon (delivered before the service by the preacher).
 - (4) and that any additional media is ready to go prior to the beginning of the service.
- If you are unable to fulfill a rostered position, please contact Joel Hingston or Jess Forrester.
 - It is also helpful if you can work out a plan to cover your rostered position.

TRAINING AND SUPPORT:

There are a few avenues for training and support, these include (and are not limited to):

- Formal training from experienced operators.
- On the job training.
- Videos and written materials.

- Verbal/written feedback from parishioners, peers, and oversights.
- The Facebook Production group