



St Paul's Castle Hill Volunteer Job Description

ROLE TITLE: BROADCAST AUDIO OPERATOR

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 Broadcast Audio (BCA) operators ensure that the service, which goes out as a live stream online, has satisfactory audio wherein all the music and speech can be heard and understood. Broadcast Audio should be run with a high level of excellence and without distractions for the online congregation; allowing them to experience a smooth service which points to Jesus.

TIME COMMITMENT:

Broadcast Audio 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. 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 of Broadcast Audio Operator 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/Values.

COMPETENCY:

- Demonstrated competency on the relevant Broadcast Audio desk. This includes (and is not limited to):
 - Powering on the audio system, desk, and computer.
 - Sufficient knowledge regarding the capturing of each Instrument and the patching between the stage and the desk.
 - Sufficient knowledge of the audio plug-ins being used for the mix.
 - Developing a mix suitable for live stream.
 - Mixing vocal mics for Service Leader, Bible reading, prayers, and preaching.

KEY TASKS AND RESPONSIBILITIES:

Someone serving in the role of BCA 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.
- Powering up the BCA audio equipment.
- Making sure that the relevant instrument lines are appearing on the corresponding audio channels on the desk.
- Creating a BCA mix that serves the context of the service and the needs of the online congregation.
- Satisfying the audio needs of a service, eg, helping the praise and worship to be heard and followed by the church; staying on top of microphone changes; providing corresponding audio for videos and

other media. It is ideal to achieve these goals without distracting and displeasing audio anomalies (*eg. microphone feedback, ringing out, etc.*)

- At the close of a service the operator will be responsible for powering down the BCA audio equipment .
- If you are unable to fulfill a rostered position, please contact Joel Hingston or Jess Forrester.
 - o 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