



## **AV Team**

### **Purpose**

The purpose of the AV Ministry is to provide sound and video reinforcement to proclaim the Word of God both within the building and online. This ministry plays a crucial role in ensuring that worship and preaching are clearly heard by those in attendance while also extending the message globally through online platforms.

### **Responsibilities & Expectations**

#### **General Expectations**

- Maintain active participation and commitment to assigned responsibilities.
- Arrive on time based on your role:
  - Soundboard Technician – Arrive by 9:30 AM for worship practice.
  - Wednesday Night Volunteers – Arrive by 6:30 PM if available.
  - Slides/Projector Operator – Arrive 25 minutes before service.
  - Livestream Operator – Arrive 15 minutes before service.

#### **Soundboard Technician Responsibilities**

- **Powering On the Soundboard:**
  - If the power is off, turn it on using the "Furman" panel switch (bottom center cabinet, switch all the way on the right).
- **Selecting the Correct Board Profile:**
  - On the board screen, the top left corner should display "Emmanuel."
  - If it says, "Praise Church," tap it, select "Emmanuel" from the list (A02), press Recall, then press the Home button below the screen.
- **Microphone Setup:**
  - Check Batteries on each mic to be used
  - Handheld Mic (HH Black) – Identify the handheld microphone with the black rubber ring.
  - Insert two AA rechargeable batteries into the mic.
  - 10 minutes before service, turn on the mic and place it in the front row of the auditorium for announcements. Keep it muted until the speaker is on stage.



- Sound check each mic before service
- **Lapel Mic Setup:**
  - Determine who is preaching by asking Pastor, Peter Clow, or Ron Anstey.
  - If Pastor is preaching, set up the "Preacher" lapel pack with two AA rechargeable batteries and test it.
  - If someone else is preaching, set up Lapel 11 or 12 for them and test it.

#### **Requirements to Serve**

- Must be 14 years or older.
- Must have active membership within the organization.

#### **A Ministry of Helps:**

- Make certain the speaker is equipped with his mic
- Check with the speaker ahead of time to see if there will be video played during the presentation
- Start up the projectors when you arrive and check monitors up front to ensure they are on and working properly
- Keep the sound booth clean and orderly
- Coordinate directly with the Worship Leader and Lead Pastor

#### **Contact Information**

Below is our lead for the A/V ministry

- Jason Glaude- 603-892-1780