

**FIRST UNITED PRESBYTERIAN CHURCH**  
**DIRECTOR OF AUDIO VIDEO LIGHTING MINISTRY**  
**MINISTRY DESCRIPTION**



**Objective:** You will help FUPC to glorify God through meaningful worship and active discipleship by helping to ensure that a trained team of volunteers are prepared to provide comprehensive sound, lighting and video support to enhance the Sunday worship experience and other special events

**Result #1:** The weekly staff meeting is attended, and in coordination with the Pastor and Director of music, determine what type audio, video and lighting support will be required for the Sunday service as well as any upcoming special events.

**Result #2:** Coordination is established with the Sunday service AVL Technical Director for worship planning and the Graphics Designer for announcement graphics.

**Result #3:** The Worship presentation script is drafted in Mediashout and after the bulletin is finalized it is reviewed along with the hymn and scripture graphics to ensure all wording and punctuation is correct and the flow of the service is in order. All graphics and videos for the service are finalized and ready to support the worship experience.

**Result #4:** 1 Hour before the services on Sunday morning, all the AVL equipment is turned on and checked for proper operation, last minute coordination with the Pastor is achieved to review the flow of the service, and the bulletins are prepared for the audio and video operators.

**Result #5:** The need for new AVL projects are continually reviewed, new equipment is researched and projects are designed with assistance of technical consultants. Funding to support the project is solicited and when authorized, equipment is purchased. Follow-up is accomplished to ensure proper billing and payment occurs as well as proper installation and checkout of equipment.

**Result #6:** The AVL budget line within the church budget is managed to ensure proper funding is available for maintaining and upgrading the equipment and that all purchases are properly recorded including those for specially authorized projects.

**Result #7:** AVL support and advice is provided to all other church group ministries such as PW, Mariner groups, etc. to include advising as to what equipment and support may be needed and assisting in setup and operation and in takedown and storage.

**Result #8:** Volunteers are solicited and trained to support the AVL ministry areas including Sunday Service Technical Director, Video Operator, Audio Operator, Audio Sermon Technician, and the AVL Technical Director, Special Events.

**Team Composition (number):** 1 Volunteer

**Time Commitment:** 16 hours per week in addition to 3 hours Sunday morning.

**Special Talents and Skills Preferred:** general knowledge and understanding of AV equipment and concepts.

**Spiritual Gifts:** Administration, Artistic expression, Helps, Leadership,

**Support and Accountability:** The AVL Director is accountable to the Pastor and is supported by the Trustees and Session.

**Resources and Training Provided:** Training is largely OJT using manuals, procedures, and research on the web. The current AVL Director can provide training.

**Requirements:** None

*Thank you for considering this important ministry.*

Revised June 2017