



MINISTRY JOB DESCRIPTION

MINISTRY:	AUDIO / VIDEO TEAM	CLASSIFICATION:	
POSITION:	Video Assistant		
REPORTS TO:	Video Leader	CONTACT:	Abby Baer – abigailbaer@hotmail.com 570-594-7356

GENERAL DESCRIPTION

Assist the worship team and pastor during the worship service or other special events, by providing audio and visual support as needed.

GIFTS

- Helps
- Administration

JOB REQUIREMENTS

- Follower of Christ looking for a way to serve the body
- Mature older teen or adult
- Familiar with basic computer skills including Powerpoint; will work with Easy Worship, Presi (Flash), and PowerPoint; training is available.
- Attentive to details- check spelling, fonts, slide backgrounds, centered text, etc.
- Ability to stay focused and alert to follow services/practices closely
- Trustworthy and responsible with equipment
- Comfortable in a team setting- Although you're alone up there, you depend on close communication with Worship Pastor, Pastors and others to have everything set up correctly.

RESPONSIBILITIES

- Commitment to serving 1 or 2 Sundays a month, scheduled in advance
- Arrive at church by 8:30 a.m. on Sundays for practice and stay through the end of the service
- Typical Duties Include:
 1. Turning on and opening all necessary programs.
 2. Confirming correct song lyrics and order of service.
 3. Loading sermon presentation and gaining understanding of the talk's flow.
 4. Loading and changing song and sermon slides during service.
 5. Close and turn everything off.