

Church of the Lakes – Job Description

Position: Sound & Audio Visual Coordinator	Compensation: \$15 an hour
Category: Support Ministry Staff	Hours: 7 hrs. per week – 5 hrs on Sundays and 2 hrs on Thursdays for Praise Team rehearsals (additional hours as needed for special holiday services & installation of new equipment)
Revision Date: 1/2025	Full, Part or Volunteer: Part time

Overview of Position: The Sound & Audio Visual Coordinator will oversee all usage and maintenance of sound and audio visual equipment especially when involved in worship services.

Qualifications:

- A member of the Church of the Lakes
- Strong organizational and communication skills
- Have experience with sound and audio visual equipment and general computer applications
- Ability to be proactive in foreseeing problems and offering solutions

Important Characteristics:

- A Christ-like spirit of grace, acceptance, and warmth. This includes the need for a consistent devotional life
- The ability to clearly communicate with volunteers, staff and members
- The ability to work cooperatively with a variety of people/personalities
- Flexibility to follow changes that occur from the Sunday church interactions

Responsibilities:

- Attend all Sunday worship services to troubleshoot any emerging problems
- Continuously recruit volunteers who will serve as audio technicians
- Provide training of sound and audio visual equipment for new volunteers
- Develop a schedule of audio technicians who will each serve on an assigned Sunday each month
- Troubleshoot issues of Sanctuary and Activity Center sound & audio visual systems
- Set up sound equipment for Thursday night Praise Team Rehearsals
- Upload weekly OASIS podcasts
- Establish a schedule of regular sessions to update current volunteers on new equipment and procedures
- Develop “instructional sheets” for equipment and ensure that they are up-to-date
- Develop proposals for new equipment
- Assist in the installation and implantation of the new equipment for all services (i.e. hours to be pre-approved by the supervision)
- Update equipment when new software is available

- Use Proclaim to uploaded hymns, lyrics and anthems to laptops in the sanctuary and activity center.

Supervision:

- The Director of Contemporary Worship will provide direct supervision.
- The employment of the Sound Coordinator is the responsibility of the Staff Parish Relations Committee

Benefits, Vacations and Sick Leave

See Employee Handbook

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the Church of the Lakes.