

Tech Team Addendum

The Vision

The Freedom House Church tech team exists to exemplify the vision of Freedom House Church to the congregation every weekend by providing an excellent audio-visual presentation of God through His servants.

FHC is a ministry dedicated to serving God with excellence and joy, and that theme is at work here on the tech team. Please don't assume because we're behind the scenes means we're unimportant.

The ministry of this team touches each and every person who attends Freedom House Church. Helping to reach the congregation with the love of Jesus and His message of salvation is our number-one priority. This Sunday may be our only chance to reach someone who needs Jesus; that's why we're serious about our role.

Our goal is to serve with such excellence that no one notices us. For the tech team, we know it's been a good day if no heads whipped around to look at us during the service!

Duties—Video Technician

The role of the video technician is to make sure each worship service runs smoothly by ensuring the laptops and related equipment are set up and operating properly. The video technician should be comfortable around computers, with a strong grasp of how to connect the hardware (i.e. power, mouse, etc.) and how to comfortably operate windows-based software (i.e. opening and closing programs and files, operating within multiple open files, etc.).

Specifically, the video technician will perform the following at various times:

- (a) Help set up the Mac and PC laptops, video components and stage lighting equipment for Sunday morning worship service;
- (b) Coordinate cues with the audio technician as needed for ordinary service flow and special events.
- (c) Using the church's Mac laptop, operate ProPresenter (a program used to efficiently manage a worship service) to:
 - (1) display song lyrics
 - (2) display welcome slides

- (3) display specific Bible verses
- (6) display video clips, and
- (7) display kids' church/parent notifications as needed (walkie-talkies are used to communicate with lead teachers in each classroom).
- (d) Using the church's PC laptop, operate Keynote (a program used to display an electronic slideshow) to:
 - (1) display the announcement slides (coordinate with audio technician for narration), and
 - (2) display the sermon slides.
- (e) Operate stage lights in coordination with screen cues.
- (f) Operate the CD duplicator to make copies of the sermon for the Resource Table immediately following each worship service.
- (g) Help break down the computer and video components in the sanctuary once Sunday morning worship services have ended.
- (h) Perform any other tech-related duties as they arise.

Duties—Audio Tech

The role of the audio technician is to make sure the sound for each worship service is clear, uninterrupted and balanced. The audio technician should be comfortable around sound equipment (i.e. sound board, mixers, microphones, etc.), and he or she should have a good ear for sound quality. It would also be helpful if the audio technician were comfortable using Windows-based computers.

Specifically, the audio technician will perform the following at various times:

- (a) Help set up and tune the audio components (sound system) of the Sunday morning worship service.
- (b) Make sure the worship team's microphones and instruments are properly set up and the sound is optimally mixed for the comfort of the user and the best sound quality for the congregation.
- (c) Make sure the pastor's microphone (and other microphones as needed) functions fully.

- (d) Provide live sound mixing throughout the service; have “transitional” music ready for the period of time before and between services and during all transitions (i.e. from live worship to welcome).
- (e) Coordinate cues for ordinary service flow and special events throughout service with video tech as needed.
- (f) Set up the CD writer to record the music ministry and sermon during the Sunday morning worship service.
- (g) Help break down the audio components of the Sunday morning worship service.
- (h) Perform any other tech-related duties as they arise.

Please be good stewards, not only of your gifts and talents, but over the church’s equipment!

Teams

Two teams will be assigned to each weekend. Team A (made up of one video tech and one audio tech) will set up all audio and video components in the sanctuary the Saturday night before the service. Together, Team A will also operate all audio and video aspects of the 8:30 AM service, and the musical worship and announcements segments of the 10 AM service. Team B will then take over the 10 AM service, and operate the entire 11:30 AM service. Team B will then break down all equipment after the last service has ended.

Schedules will be made for the entire month, several weeks in advance. Technicians should review the schedule so that stand-ins can be found if there’s a conflict.

Time Commitment

Setup Team. The team assigned to setup (Team A) should arrive at the school on Saturday night by 4:45 PM. That team will help set up the sanctuary for audio and video, and that team should stay until set up is complete and hardware/software has been tested. The audio tech should stay until the worship team has finished rehearsing or no longer needs attention.

Team A’s audio tech should arrive on Sunday morning at 7:30 AM, and the video tech should arrive by 7:45 AM to prepare for the first service. This team will operate the audio and video for the entire first service.

Breakdown Team. The team assigned to breakdown should arrive by 9:55 AM Sunday morning to prepare for the 10 AM service. That team will take over the

operation of the audio and video for the second service, and run the entire third service. Techs from Team A will familiarize Team B with any information they'll need to effectively run the service (such as upcoming video clips, etc.). Afterward this team will break down the tech equipment.

Training

Those interested in joining the tech team would undergo the following process:

- *Shadowing.* The interested person will shadow an experienced tech for one weekend to determine whether he or she feels the team would be a good fit. If he or she is comfortable with the team and the expectations, he or she would begin training.
- *Training.* The interested person would undergo four weekends of hands-on training under the care of an experienced tech. (These weekends do not have to be consecutive.) During this time the trainee would observe and make gradual steps toward becoming an autonomous member of the team.
- *Observation.* Once the training period is completed, the trainee is observed by an experienced tech as he or she sets up, operates and breaks down the assigned equipment for a weekend service.

Please note: There is no guarantee that an interested person will become a member of the tech team. The technical success of each service depends almost entirely on the talents and abilities of those operating the audio and visual components. Therefore, additions to the tech team are made at the full discretion of the team leaders.

Questions

If you have any questions, feel free to contact Derwin Frank at 704 858 1618 or saviore63@yahoo.com, or Tracie Frank at 704 507 9716 or tfrank@freedomhousechurch.org.