

A/V Volunteer Task Description

Westminster Presbyterian, Lincoln, NE

Revised: 10/27/22

What: At Westminster, A/V Volunteers work as a team to assure our Sunday services, and others as possible, are livestreamed to YouTube for viewing. Total monthly ask (as of 10/22) is 1.5-3hrs/mo.

Background: Since the Fall of 2021, Westminster has installed a new state-of-the-art Video Livestreaming System and a new Digital Soundboard. These upgrades allow us to continue to serve our members who watch online and on TV while improving our outreach for funerals and other services.

General Tasks

- A/V Volunteers are asked to serve hands-on in the A/V Booth (located in the balcony) approximately one Sunday a month and to be on standby to volunteer to stream other services such as Ash Wednesday, Christmas Eve, funerals, and occasional weddings.
- Upon volunteering, you will be asked to attend a training with another volunteer from the team or professional before beginning your first service. It is encouraged, though not required, that you serve alongside a more “veteran” volunteer for your first live service.
- A Google Doc is kept up by church staff for A/V Volunteer sign-ups. Please use this doc to sign up for a service.
- For certain occasions and services, we may need two volunteers in the booth to provide a smooth video production. For example, Sundays with video, sound, projector, and lights all-in-one or a special musical presentation.

Sunday Service Tasks

- Please arrive to livestream a service 20-30mins prior to the service, depending on your comfort level and experience. Sunday services are normally pre-scheduled in the computer system, however, you will need to check that the schedule is preset properly. This is done through the dedicated A/V laptop in the booth. (Don't worry, all of this – including what to do if it's not prescheduled – will be covered in your training!)
- Prior to the Prelude, you will need to play the Events Slideshow in the stream, then transition to camera presets to direct the stream angles starting with the prelude. o Again: training, training, training will cover it!
 - Once the service starts, you will choose the camera angles and views for our livestream and troubleshoot any minor sound or stream issues. o For example, at times a preset on our new soundboard can cause the sound of the delayed livestream to play over the in-house sound system. Per your training, you will be the person to mute the in-house channel.

Occasional Tasks

- Depending on the service needs, you may be asked to show a video over the stream and in-house using the projector, play a music pre-recorded music piece, or plan for a moment where a Pastor will leave the pulpit during the sermon, etc. A pastor or staff person will let you know of such moments or changes at their earliest convenience.
- Once you are trained and feel comfortable with the system, you may be asked to attend further trainings or to help a new volunteer learn the basics. This is a helpful way for all of us to expand the group and allow for the best possible at-home worship experience for our viewers!