

Media and Technology Ministry Roles and Responsibilities

Purpose

The primary purpose of the Media and Technology (M&TM) Ministry is to provide the congregation with technical audio and video oversight during the course of Sunday worship services. Other services require proper notification and remuneration from the sponsoring entity.

Sound

The sound portion of the M&TM job is to oversee and operate the sound board and mixers for all microphones, speakers, and other audio functions.

Media

The media portion of the job includes operation of the overhead projector, recording of worship services and duplication and distribution of CDs or DVDs.

Additional services require negotiation with the M&TM Ministry Lead and Board of Deacons Sponsor or the Pastor.

Lead RMBC Sound Room Technician

1. Overall responsibilities for Sound Room Operations

- a. Ensuring equipment is functioning properly to include board operations, overhead projector, CD recorders, cameras duplicators etc.
- b. Support choir rehearsals as needed
- c. Ensure appropriate numbers of personnel are available to operate sound room equipment as needed
- d. Test microphone operability prior to worship services
2. Report any needed repairs to the assigned Deacon or Board of Trustees upon discovery
3. Ensure needed supplies are ordered
4. Duplicate and distribute CD copies of worship services as needed
5. Determine required support for sound room to include rehearsals and worship services

Lead Technician Rates: