



Worship Mission:

To celebrate Christ with our church and teach people that worship is a lifestyle we live 24/7-not just something we do for an hour on Sunday. Our goal is to point people toward Jesus and our purpose is to **develop ignited, active and growing disciples of Jesus Christ.**

AVL Coordinator *Purpose of Position*

The AVL Coordinator has oversight of all that happens in the back of the house for a service or event.

- They will coordinate with the Pro Presenter operator, the lighting, the recording of the service and the soundboard to make sure everything is working properly and happening in a timely manner.
- It is their job to get rid of all technical distractions and make sure everything that happens in the back of the house leads to a successful service or event.
- They will be responsible for training, scheduling, and leading a team of volunteers in order to ensure our praise and worship programs have the media and AVL support needed to provide a meaningful worship experience for our church members and guests.
- The AVL Coordinator must be experienced and proficient in his / her field.
- He / she will ensure there is continued growth among the team and come alongside individuals who desire or show potential to join the team.
- He / she will coach and train prospects to increase their level of technical understanding so they can effectively lead, teach, and coach others.

Knowledge, Skills, and Abilities

- Must agree with the mission and purpose of CPC
- Must be able to connect with others on a **personal** level in order to train and coach effectively
- Have good communication skills
- Ability to teach adults
- Be up to date on current technology used and watch for upcoming new technology and trends to implement
- Ability to follow the directions given by the Director of Praise and Worship, Music Coordinator and the Pastor
- Have a servant's heart
- Be able to communicate with, motivate and inspire the team
- Provide direction/guidance to team members
- Ability to operate a MAC and PC
- Ability to operate Pro Presenter
- Ability to use Planning Center Online
- Ability to follow instructions
- Ability to adapt and be flexible
- Ability to be on time for all events scheduled
- Ability to operate a digital and analogue sound board
- Ability to hear tone and pitch and EQ the band and singers
- Ability to operate lighting and differentiate and distinguish colors

Character

- Be of good moral character
- Patient
- Kind
- Generous
- Understanding
- Flexible

Weekly Responsibilities

- Audio: Operate and supervise an analogue or digital soundboard
- Provide technical support for band rehearsal (audio and lyrics)
- Set up all audio stage equipment (mics, DI boxes, cables, etc) before band rehearsal
- Put away all microphones, cables, and DI boxes after Sunday worship
- Record all services. After sermons, complete upload of the sermon to website on Sunday before leaving
- Upload and edit the scripture reading and message from one service and publish on the website each week
- Operate AVL for special events (i.e. funerals, weddings, other special events and rehearsals)
- Provide support on Sunday morning for AVL needs in classrooms and any other special needs

Weekly Events

- Assist with AVL needs for CPC ministries, Life Groups, and Ad Fontes school events held at CPC, including, but not limited to: Wednesday morning Women's Life Groups, fundraisers, membership meetings, etc.

Maintenance

- Test and maintain all AVL equipment for all rooms.
- Equalize and Test all new equipment.

Stage Design

- Assist the Director of Praise & Worship with construction and preparation of new worship designs, worship nights, and other special events.

Graphics

- Operate and supervise the inputting of lyrics software (ProPresenter) for services.
- Assist the Music Coordinator with inputting all songs and worship elements into ProPresenter schedule each week
- Assist the Music Coordinator with creating a coherent visual appearance of countdown, songs, splash screens etc.
- Assist the Music Coordinator with proofreading everything that will be projected
- Assist the Music Coordinator with editing and maintain the announcement slides

Coordination

- Assist the Director of Worship with coordinating graphics for sermon series with publicity and webmaster
- Attend worship design team meetings if asked
- Coordinate service structure with Director of Praise & Worship and Music Coordinator

Volunteers

- Schedule volunteers for running ProPresenter, lighting and sound
- Train volunteers, staff, and Ad Fontes personnel on equipment, software, or procedures

- This position pays approximately \$15.00 per hour.
- This position is for 10 hours per week.
 - Thursday band Practice from 6-10 p.m.
 - Sunday church service from 7:30 a.m. – 12:30 p.m.
- If extra hours are needed you will be paid accordingly
- If you need time off let the Director of Praise and Worship know 2 weeks in advance
- If at any time, the Director of Praise and Worship believes there is a need for troubleshooting beyond the abilities of the AVL Coordinator he can and will seek the help of sound engineer's or others who may be of assistance.