



MINISTRY DESCRIPTION

PRODUCTIONS VOLUNTEER

SUMMARY

The Productions Volunteers are responsible for assisting the worship team and elders in facilitating worship. This includes setting up, running and tearing down lighting, video, sound and musical equipment, growing in personal worship, and carrying out the service order for Sunday gatherings or special events. The Productions Volunteers are assembled into multiple service roles that function under the direction of the Service Lead (SL) and Productions Ministry Lead (ML). Those roles include: Sound Front of House (FOH), Recording Engineer, Slides, and Lighting.

COMMITMENT

- About 2 Sunday gatherings per month @ 6 hours per gathering (total 12 hours monthly)
- Personal improvement and process improvements as needed

QUALIFICATIONS

- Prayerfully seeking after Jesus daily (e.g. prayer, bible reading, repentance)
- Invested in community at DCC and pursuing genuine relationships with other followers of Jesus.
- Regularly attending Sunday gatherings at DCC for at least 2 prior months.
- Attention to detail and ability to learn from your own mistakes
- Possessing technical aptitudes and the willingness to learn new technologies
- Ability to problem solve and troubleshoot issues on the fly

MINISTRY TEAMS

- **Sound Front of House (FOH):** Responsible for the running the sound and mixing live the worship band, ensuring all speakers have well EQed sound and monitoring the overall sound mix for Sundays. The FOH engineer is paired with a particular band and is also required to attend the mid-week band practice (currently Wednesdays at 6pm) to set up and prepare the band for Sunday.
- **Recording Engineer:** Responsible for recording the Sunday service and uploading the sermon and posting the weekly sermon blog post to the DCC website. As well on Sunday the Recording Engineer is responsible for assisting the band with monitor mixes and any assistance the FOH engineer might need.
- **Slides:** The Slide team runs the slides that we use as backdrops, song lyrics and announcements on Sunday. The program used is ProPresenter, a powerful presentation software. Each Sunday the volunteer double checks the accuracy of the slide deck and ensures proper timing of the slide changes to enable the congregation to worship well.
- **Lighting:** The lighting team oversees the lights in the auditorium. Each Sunday the team is responsible for ensuring that the lights are all in working order, aimed correctly and the cues are properly built for the service. During the service the operator will operate the lights to change the cues as needed by the service.



WEEKLY TIMELINE

- Arrive on-site for Sunday gatherings at designated start time (i.e. 7:15am)
- Midweek training and work parties on an as-needed basis, generally Wednesday evenings
- Set up AV equipment and assist other music/production volunteers with setup as needed
- Actively identify areas of improvement in visual presentation, sound quality, service flow, transitions/cues, setup/teardown, etc. and provide thoughtful feedback as requested by SL/ML's

EXPERIENCE

- No experience is required, except as needed to fulfill the essential duties of the volunteer position.