



## **DCBC English AV Ministry Job Description and Covenant**

### **The purpose of AV ministry**

The purpose of the English AV ministry is to provide audio and video support to our weekly worship service on Sundays as well as any church-wide events that require the use of the AV equipment in the Family Center. This is a largely unseen, but incredibly important ministry. In our setting, we need the sound system, lights, and the slides to run seamlessly with the praise team as well as the pastor in order to minimize distraction and allow the gathered church to worship well.

Doing this ministry well means that no one will notice what goes on. It's a ministry that requires the gift of serving, technical aptitude, and a humble servant-like heart.

### **AV Team Coordinator's Job Description**

1. Assist the English ministry pastor in carrying out the vision of the English worship service (which is developed by the pastoral staff and the praise team leaders)
2. Recruit and plan training for new AV team members
3. Be an encourager to the AV team spiritually (check in on them, pray for them, help them to develop the heart of a servant)
4. Coordinate with the pastor and praise team coordinator to meet their AV needs (scheduling weekly worship services; e-mail reminders)
5. Interface with worship deacon and other language ministries' AV coordinators for church-wide meetings and ministry events
6. Assist in special/church-wide worship services and events as needed (combined services, retreats, etc.)
7. Plan gatherings with the praise team coordinator (for community or training purposes)

## AV Team Member Job Description

1. Know that you are an important part of the body of Christ doing an unseen ministry!
2. Work under the AV coordinator to ensure lights, sound, and slides run smoothly for English worship service and other ministry events
3. Be on time to all practices requiring AV support (Currently the requirement is to show up at 8:20 AM on Sundays)
4. Help the AV coordinator organize the AV equipment and notify the coordinator of any broken equipment
  - Slides
    - create slides with ProPresenter or PowerPoint
    - run the slides during worship service
  - Sound
    - Set up sound equipment for the praise team
    - Sound check and mixing sound
    - record the sermon audio
  - Light/Video
    - provide light control during various parts of worship service
    - record the whole Sunday service on DVD
5. Learn to work multiple areas of the AV ministry and cooperate with AV coordinator as well as the praise team leaders

## DCBC AV Team Member Covenant

As a member of the DCBC English AV Team, I, \_\_\_\_\_, commit to serve faithfully for one year by fulfilling the responsibilities as either the coordinator or a team member.

I commit to

- Growing in my own spiritual life - we serve out of our own abiding in Christ - for without abiding in Christ, we cannot bear Spiritual fruit; this means I will grow in my knowledge of and obedience to God's Words
- Encouraging others on the team to grow spiritually, especially if I am serving as the AV coordinator
- Live a holy life before the Lord; confess and repent when I do sin; have accountability with a community group or close brothers/sisters in the Lord
- Being on time to set up and prepare for Sunday worship services as well as other church-wide events that require English AV support
- Have a positive, hard-working attitude when it comes to getting things ready for Sunday
- Doing my best for the glory of God (1 Cor 10:31)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Parent Commitment (for Team Members under 18)

I understand that my child \_\_\_\_\_ has a desire to serve in the AV ministry. I will support my child by encouraging them to do their best to serve God. I will also help to make sure they grow in their responsibility. I commit to helping them to be on time by providing transportation for them.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_