

Position	Audio/Visual Attendant
Purpose of Position	Ensure that the visual projection system is shared and the slides match what is happening in worship.
Responsibilities	Become familiar with computer and projector operation
	<u>Prior to Worship</u>
	<ol style="list-style-type: none"> 1. Arrive 30 minutes before worship. 2. Turn on projection screen. 3. Turn computer on and load USB. 4. Select projection mode if not already set. 5. Receive additional materials from pastor and load into the slides. Coordinate signals/cues for slides if needed.
	<u>During Worship</u>
	<ol style="list-style-type: none"> 1. Start Greetings/Announcements as soon as ready. 2. Start worship slides on cue from Pastor or bulletin. 3. Change slides on cue.
	<u>After Worship</u>
	<ol style="list-style-type: none"> 1. Turn off computer. 2. Remove hardware after computer is off. 3. Return computer to administrator or church office. Be sure power supply, mouse, USB connector are in computer bag. 4. Turn off projector and store remote in file cabinet. 5. Keep USB memory stick with computer bag.
Qualifications	Comfort level, experience or interest in operating computers, projectors and power point slides.
Amount of Time Required	30 minutes before worship; 15 minutes after worship.
When Ministry is Performed	Sunday mornings or special events
Length of Commitment	Maximum once a month. Option to stop.
Responsible to	Worship Team
Support Provided	As requested
Spiritual Gifts	Administration (Guidance) Helps (Serve) Giving