

**Position****Sound System****Purpose of Position**

Ensure that a quality sound experience takes place during worship.

**Responsibilities**

1. Learn and become familiar with controls and settings of Sound System.  
*Before Service*
2. Arrive 30 minutes before worship.
3. Uncover sound board and turn on.
4. Check placement of pulpit and speakers (see layout).
5. Turn amplifiers on, check settings (see picture).
6. Do a sound check with pulpit microphone and hand held microphone (use voice for the sound check; do not tap microphone).
  7. Place handheld microphone on holder in pulpit
  8. Stay at Sound Board during worship. Pay close attention to sound and adjust sound as needed.
- After Service*
9. Turn off microphones and after worship
10. Turn off sound board
11. Let leaders know of any problems

*Follow procedures if sound is not working*

- *Follow cables and be sure all are securely plugged in (including speakers).*
- *Check battery in wireless microphone.*
- *If feedback is present, check speaker positions (see layout).*
- *Re-check all settings on amplifier/mixer.*
- *If problems persist, turn power off and inform Pastor that no sound available.*
- *Turn volume up on keyboard if not using amplifier.*
- *Schedule system check later.*

**Qualifications**

Willingness to learn Sound System at Chain of Lakes

**Amount of Time Required**

30 minutes before worship  
Stay at Sound Board during worship  
Ten 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