

Church of Saint John the Evangelist, Hamilton

Ministry Description

Ministry Area	Worship	Position	Audio-Visual Technician
Nature of Ministry	<p>As a member of the Worship Team, you will assist worshippers by running either the sound board or the projector desk.</p> <p>The purpose of your ministry is to enhance the worship life of the parish.</p> <p>This ministry involves technical support, setting up, and running the technical aspects of the worship service at either the sound board or projector desk.</p>		
Outline of Responsibilities	<ol style="list-style-type: none"> 1. Arrive up to thirty minutes early to assist with either the audio or visual set up. 2. During the worship service, paying attention to the needs for support at either the sound board or projection desk. 3. Closing down and putting away equipment at the conclusion of the worship service. 		
A Person Well-Suited	<p>Will be comfortable working in a people and task-oriented, and somewhat unstructured environment.</p> <p>Will be seeking or growing Christian.</p> <p>Spiritual gifts that may apply to this ministry include: hospitality, helps/service.</p>		
Time Commitment	Approximately three hours per month.	Length of Term	A one-year commitment is requested.
Participation Group	The technician works closely with other member of the Worship Team and generally with the worshipping community.		
Support, Supervision and Training	Direct supervision of this ministry is by the Director of Music for Discovery Service. There are no supervisory responsibilities with this position. Training is provided by the Director of Music for Discovery Service.		
Boundaries and Limitations	This ministry description outlines the limits of this ministry responsibility.		
Benefits to Volunteer	<p>The volunteer will grow in their own faith as they participate in and facilitate the worship life of the community of faith.</p> <p>The volunteer will enjoy a closer relationship with other members of the Worship Team.</p> <p>The volunteer will play a key role in the worship life of the parish.</p> <p>The volunteer will be part of an amazing team that assists worshippers.</p>		

Risk Assessment		
Risk Type	Description	Assessment
Participation and Supervision	Participation with other members of the Worship Team, especially the Director of Music for Discovery Service. No supervisory responsibilities.	Low
Setting	Public settings with some one-to-one work when training and doing set up.	Medium
Nature of Relationship	Serving in the background with others.	Low
Degree of Authority	Low perception of authority.	Low
Physical Safety	Low risk to physical safety.	Low
Financial	No financial involvement.	Low
Privileged Information	No access to privileged information.	Low
Damaged Reputation	Low risk of accusation and damaged reputation.	Low
Key-Holder	None required.	Low
Risk Level Assessed	Low	

Screening Requirements	
✓ Training is required.	Training is offered, but not required.
✓ Interview is required.	References are required.
Police Records Check (PRC) is required.	PRC with vulnerable sector screening required.
✓ Volunteer Registration Form completed. (Must be completed if interview, PRC, and/or references are required.	Signed statement regarding ministry description required.
Signed statement regarding confidentiality required.	Key-holder agreement required.
Signed statement regarding policy on ministry with vulnerable persons required.	

By signing below, I acknowledge that I have read and agree to assume the duties, responsibilities and expectations as set out in this Ministry Description.

Full name (please print)

Signature

Date