



W A G G A W A G G A
EVANGELICAL CHURCH

Position Description - Computer Team Member

Audio-visuals can be an unnoticed part of church - until something goes wrong! When this happens everyone at WWEC realises how important the audio-visuals are to the successful running of a church service. The sound and computer team therefore complete very important task. Our goal at WWEC is to bring as much glory to God as possible and the sound and computer team make a significant contribution to that by providing the best possible opportunity for those attending WWEC to hear God's word, sing praise to him and grow in their love and knowledge of our God. A computer team is not simply doing a task, but bringing great honour to God as they love our church family and new comers to church, helping them to hear and see all components of the WWEC service.

Brief Description

The Computer Desk Team member will be responsible for providing the visuals at our Sunday services.

Detailed Description of Computer Responsibilities

Follow the detailed instructions within '*Serving Guide - Computers*'.

Expectations

- Team members will be part of the team for the year (not limited to that time) and are encouraged to review their participation in this ministry at the end of the calendar year
- Team members will complete the computer task on the dates they are assigned on the WWEC Roster. Where unavailable the team member will try to swap with another computer team member. When a swap is made please;
 - text your Computer Team Leader
 - forward the reminder SMS received on the Friday before a Sunday service to the team member who agreed to swap
- Team members will be attending a Sunday service regularly
- Team members will adhere to WWEC Safe Church policy and agree with the WWEC Volunteer Code of Conduct
- Team members will attend meetings/trainings for the Computer Team.
- Team members will know how to complete the task of computer and be familiar with all equipment through training and on-the-job training by the leader & other team members
- Team members will advise the Computer Team Leader when equipment for their role is in need of repair or missing
- Team members will understand and adhere to the WWEC WH&S procedure for incidents & hazards. If an incident occurs during set up an 'Incident form' needs to be completed and provided to the Computer Team Leader. If the team member identifies a hazard/near miss during set up a 'Hazard/Near Miss form' needs to be completed and provided to the Computer Team Leader
- Team members will take an interest in praying for other members of their team and church family

- In the event of any issues that arise in the course of serving in this ministry, the team member is to bring them to their team leader. If this is not possible, the team member can bring their concern to the WWEC Director of Ministry

Accountability

The Computer Team Member is to work, support and accept the authority of the Computer Team Leader.