



WAGGAWAGGA  
EVANGELICAL CHURCH

## Position Description - Sound Team Member

Sound and audio-visuals can be an unnoticed part of church - until something goes wrong! When this happens everyone at WWEC realises how important the sound and 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 sound and 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 Sound Desk Team member will be responsible for providing the sound at our Sunday services.

### Detailed Description of Sound Desk Responsibilities

1. Arrive at 8am.
2. Follow instructions given in '*Serving Guide Sound*'.

### 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 sound desk task on the dates they are assigned on the WWEC Roster. Where unavailable the team member will try to swap with another sound team member. When a swap is made please;
  - text your Sound & 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 Sound & Computer Team.
- Team members will know how to complete the task of sound and be familiar with all equipment through training and on-the-job training by the leader & other team members
- Team members will advise the Sound & 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 Sound & 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 Sound & 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 Ministry Team Leader.

## **Accountability**

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