

Music & AV Team Responsibilities

Responsibilities – Music Director

- Lead worship music at the beginning of all combined team meetings
 - Be setup and ready to start at 7:00 PM promptly
 - Prepare worship songs in advance and play for no more than 10 minutes
 - Play a meditative song during communion
- Lead worship music at Community Gatherings during the banquet season
 - Community Gatherings include the Preparation and Dedication services during team meetings and the Celebration service after the weekends
 - Be setup and ready to start at 7:00 PM promptly
 - Prepare and play worship songs for 15 minutes to start the Gatherings
 - Play a meditative song during communion
- Lead the music preparation process for the weekend
 - Select the theme song for the weekend with the Lay Director and practice it at no less than three team meetings
 - Learn *De Colores*, *Blessing Before Meals*, *Thanks After Meals* and *In His Time*
 - Review *Music Timeline* document in the binder and prepare music for each segment indicated in the document
 - Coordinate with AV Tech to prepare all audio and visual requirements
- Lead worship music during the weekend consistent with *Music Timeline* document

Responsibilities – AV Tech

- Support music at the beginning of all combined team meetings
 - Setup soundboard, computer, etc. to be ready to start at 7:00 PM promptly
 - Run all slide decks as well as sound and support equipment
- Support all AV needs at Community Gatherings during the banquet season
 - Community Gatherings include the Preparation and Dedication services during team meetings and the Celebration service after the weekends
 - Setup soundboard, computer, etc. to be ready to start at 7:00 PM promptly
 - Run all slide decks as well as sound and support equipment
- Prepare to execute AV requirements for the weekend
 - Review *Music Timeline* and coordinate with Music Director to understand and support music requirements for the weekend including preparing slide decks, soundboard setup, videos and other weekend needs
 - Review *ZGB Timeline* and work with Assistant Lay Directors to coordinate audio and visual needs of speakers during the weekend
 - Organize one or more meetings with Tim King to learn soundboard and lighting equipment for Room 202, Room 205, Chapel and Sanctuary and coordinate support needs from Tim as soon as practicable, but no later than the weekend
- Support the weekend by executing all AV requirements

Suggestions

- Prepare a plan between the men's and women's Music & AV Teams to cover team meetings and Community Gatherings
- Coordinate and share materials to support the other team before, during and after weekends including participating in the other team's Saturday Entertainment
- Work together as a Music Director/AV Tech team outside meetings to prepare lyric slides and other AV support materials
- Download videos and other content rather than using directly online (e.g. YouTube, etc.) to minimize the possibility of disruption from ads, lack of stability, etc.
- Obtain a copy of any speaker talks that require music or aids to coordinate timing
- Arrange meetings with Tim King such that both teams can be trained together