

Galilee Lutheran Church, Pasadena, Maryland
“Sharing God’s Love, Changing Lives!”

Position: Saturday Evening Media Operator

Prerequisite:

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

Purpose:

The purpose of the Saturday Media Operator is to run the media computer and sound board for the Saturday afternoon worship service.

Qualifications:

The Saturday Media Operator should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Saturday Media Operator should always portray a Christian model for those being served.

- You have basic skills in using a Microsoft Windows based computer
- You have basic skills in using of Microsoft PowerPoint and have basic working knowledge of the program
- You have basic skills in playing videos on computer and DVD player
- You have basic skills using a sound board

Duties and Responsibilities:

- Attend training/re-training sessions whenever they are held
- Commit to serving two hours per service based on assigned days (3:30-5:30pm)
- **Be in the booth by 3:30 pm to practice songs along with Living Water worship band. (Note: Make sure announcements are running 15 min prior to service)**
- Load videos through computer or DVD as noted by worship leader or related to announcements, presentations
- Double check that worship schedule in Easy Worship matches the one presented in the worship bulletin prior to the start of service
- Be diligent and attentive to worship as the service proceeds
- Make adjustments to sound board and worship schedule as needed throughout the service
- Serve on scheduled days and notify media operator coordinator if change needs to be made or you are unable to serve

Length of Commitment:

One year, with the choice of renewal for following years

Accountability:

Media Operator Coordinator

Date Written: 03/28/2013

Date Revised: 10/08/2013

Date Approved: 10/08/2013

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Position: Sunday Media Operator

Prerequisite:

In support of the church’s mission statement, the individual must be committed to a personal spiritual development through an active prayer life and regular attendance at worship and Bible study.

Purpose:

The purpose of the Sunday Media Operator is to run the media computer and sound board for the Sunday morning worship services.

Qualifications:

The Sunday Media Operator should be faithful in the use of Word and Sacrament; attend church regularly; and be a good steward of time, talents, and treasures. The Sunday Media Operator should always portray a Christian model for those being served.

- You have basic skills in using a Microsoft Windows based computer
- You have basic skills in using of Microsoft PowerPoint and have basic working knowledge of the program
- You have basic skills in playing videos on computer and DVD player
- You have basic skills using a sound board

Duties and Responsibilities:

- Attend training/re-training sessions whenever they are held
- **Be in the booth 15 minutes before worship begins. (Note: Make sure announcements are running 15 min. prior to service)**
- Load videos through computer or DVD as noted by worship leader or related to announcements, presentations
- Double check that worship schedule in Easy Worship matches the one presented in the worship bulletin prior to the start of service
- Be diligent and attentive to worship as the service proceeds
- Make adjustments to sound board and worship schedule as needed throughout the service
- Serve on scheduled days and notify media operator coordinator if change needs to be made or you are unable to serve

Length of Commitment:

One year, with the choice of renewal for following years

Accountability:

Media Operator Coordinator

Date Written: 03/28/2013

Date Revised: 10/08/2013

Date Approved: 10/08/2013