

## First Methodist Church Washington

### Audio Video Team Policy and Procedures for Usage Outside the Scope of Worship

This policy and procedure manual is an addendum to the Facility Use Policy at First Methodist Church Washington and adopted as such by the Board of Trustees of First Methodist Church Washington, NC. A copy should be made available in the sound booths of both Wesley Hall and the Sanctuary and distributed to team members as necessary and to those requesting the use of AV resources at First UMC.

**Scope:** This policy and procedures manual covers the basic duties for volunteers who desire to serve as Audio Video team members. It also serves as a guide for those seeking to utilize the equipment and/or services of the team members outside the bounds of worship. Activities that would require the AV team outside of worship would include **group events either hosted by the church or not, church meetings, weddings, funerals, banquets, or other special ceremonies**. Activities outside the scope of this manual but inside the scope of worship are regular Sunday worship services, and other special worship services designated on the church calendar.

#### Terms:

**Audio/Video Ministry:** The efforts of First Methodist Church to support, enhance, and amplify church activities for the purposes of in-house and/or online participation.

**Audio Video Team Members (AV Team):** Trained volunteers who have knowledge of the equipment and its proper usage and who give their time operating the equipment during church activities. Each team member will have specialized knowledge in at least one of the following operations, but they may not be sufficiently trained in all operations. Each member should have a working understanding of how all operations work together to provide the best product.

**Camera Operator:** AV Team members who specialize in operating the Video Cameras used to capture activities inside Wesley Hall.

**Stream Tech:** AV Team members who specialize in operating the streaming/recording operations inside Wesley Hall.

**Multimedia Tech:** AV Team members who specialize in operating ProPresenter and other multimedia functions that enhance activities on the screens of Wesley Hall, and through video streaming and recording.

**Audio Tech:** AV Team members who specialize in operating the sound boards for Wesley Hall and the Sanctuary. They will assist with microphone and in-ear monitor usage.

**Audio Video Team Director:** The director is responsible for scheduling training for new members and maintaining a current list of trained AV Team members including the scope of each members training. The director may also utilize the list of trained AV Team volunteers to coordinate needs for activities outside of worship.

**What the Audio Video Ministry can offer to the congregation and groups interested in utilizing the equipment and volunteer services of the AV ministry?**

Understanding that all team members are volunteers, the AV ministry may experience limitations in what can be offered outside of worship based on availability of team members and their expertise. All care should be taken to provide the AV team enough time prior to an activity to prepare for a special event.

There are different capabilities for the AV ministry to fulfill, depending on the availability of members to assist. The definition of the type of activity is necessary to know well ahead of the event so that adequate volunteers and materials can be provided.

**Sound only Activities:** An example would be where there are speakers/singers/musicians who need microphone amplification. This type of activity would require a Sound tech.

**Sound and Screen Activities:** An example would be where there are expectations for sound activities and the ability to provide audio/video aids on the screens. Usually, this type of activity would require a Sound tech and a Multimedia tech. (Depending on the scope of the activity, one volunteer who has training in both operations may suffice.)

**Recording/streaming Activities:** These activities would include requests to record, stream, or zoom functions/meetings in Wesley Hall. This type of activity would require a Sound tech, Multimedia tech, Camera operator, and Stream tech. Two or three cross-trained volunteers may be able to handle such activities depending on the scope of the function.

We recommend that to utilize the AV ministry for events outside of worship that the AV Team Director be notified at least **one month** prior to the event so that planning can commence. Include in the notification which type of activity is being planned, dates for rehearsals, set-up, and function, and what specific or special needs will be required.

**Qualifications for volunteering:**

We recognize that there may be functions by an outside church group who may wish to provide their own technician to operate our equipment, especially if we are not able to provide adequate volunteers from the AV team. If this occurs, then the AV Team Director would need to approve the outside technician ahead of the event and secure proper training and set forth expectations for said individual. At the discretion of the AV Team Director, at least one AV team

member may be required to be present at the event to oversee the booth and equipment being used.

All persons who desire to operate any of the AV equipment needs to have proper training whether or not they wish to be part of the AV team. The proper training needs to be overseen by another team member who is qualified for the operations needed and the name of the newly trained individual needs to be reported to the AV Team Director to have on record. The AV Booth shall remain locked while not in use, and only AV team members, church staff, facilities manager, or others granted access by the aforementioned shall be allowed into the booth.

**Compensation to volunteers.**

The facility use policy may include costs prescribed for the usage of AV equipment. In addition, recognition for the time and service given by our trained volunteers should be considered.

We recommend **\$35/hour** compensation be given to each team member offering their services in the form of an honorarium.