

AUDIO ATTENDANT (Sept. 2012)

The audio attendant shall be responsible for the proper operation & maintenance of our church sound system, understand the available features that it has, and can operate (and regulate as needed) the sound board, CD duplicator, and all microphones.

Regular Attendant Duties:

- Be available by (no later than) 8:30 am on a Sunday morning to 'power on' the sound system & amplifiers, and shall coordinate sound system checks with worship leader & instruments prior to the start of morning worship service.
- Audio attendant shall be responsible for recording the morning message (only the message, nothing else) on CD and/or digital recorder for uploading to church website. He shall also be responsible for duplicating CD's as requested by those from the congregation.
- Shall maintain a written list of Sunday morning messages, titles, and scripture text used, along with identifying the sermon number for future reference.
- Be available for any special Sunday morning events that would require setting up additional and/or wireless microphones.
- The attendants shall be appointed on an annual basis (1 year term) by the head attendant.

Head Audio Attendant:

- Head audio attendant shall be responsible to order blank CD's for recording, CD sleeves, batteries for wireless equipment and other necessary supplies.
- Head attendant shall prepare a regular schedule for all attendants.
- The head attendant is appointed for a 1 year term by the trustees, and is responsible to appoint all other audio attendants.
- Head attendant shall coordinate one of the attendants to be available for all Cornerstone church planned services. (morning/evening)
- Head attendant shall coordinate responsibility for sound system operation at any special events such as weddings, funerals, etc.
- Head attendant shall be aware of any maintenance or repair needs that the sound system board, duplicator, or related equipment may need and shall communicate any repairs needed with the trustees for their approval.
- Head audio attendant shall be responsible to the trustees.