

## **PROJECTOR / COMPUTER / LIVESTREAM ATTENDANT (December 2020)**

The Projector/Computer/Live Stream attendant shall be responsible for the Sunday morning operation of our church laptop computers, projectors and live stream equipment, understand the available features that they have, and can operate (and adjust as needed) the two permanent-mounted projectors and live stream camera(s).

### Regular Attendant Duties:

- Be available by 8:30 am on a Sunday morning to 'boot up' the projectors and the rear sound-room laptop (for projecting the prayer requests) & coordinate worship projection with the Sunday morning worship leader.
- Before Sunday School starts, attendant will be responsible to get live stream equipment out of the locked sound room closet downstairs.
- Before Sunday school is over power on the live stream camera(s), setup equipment, and live stream event on YouTube. Start live-streaming prayer requests and instrumental music at the conclusion of Sunday school.
- Be prepared to have verses/pictures/etc displayed on the projectors for our ministers, etc. as needed. (Some may put their own presentation together, and some may not)
- Attendants shall dim the lights as needed for a clearer view.
- Be available for any 'special' Sunday morning events that would require a visiting speaker to play a video/DVD/slide presentation and shall assist with connection of his laptop to our projector system.
- The attendant on duty is responsible to upload the current sermon promptly to the CMF website.
- Attendant is responsible for powering down projectors, computer, and live stream equipment. Live stream equipment needs to be locked in downstairs sound closet and camera powered off.
- The attendants shall be appointed on an annual basis (1-year term) by the head attendant.

### Head Projector/Computer/Livestream Attendant Duties:

- Head attendant shall be responsible to perform regular Windows or other updates, and anti-virus updates on each laptop.
- Head projector/computer/Livestream attendant shall prepare a regular schedule and operating instructions for all attendants.
- The head attendant is appointed to a 1-year term by the trustees and is responsible to appoint all projector/computer/live stream attendants.
- Head attendant shall be aware of any maintenance or repair needs that the computers, projectors, and live stream equipment may need & communicate any repair needs with the trustees.
- If livestream or video recording other than a Sunday morning is needed, the head attendant shall be contacted.