



PA/AV Team Member Role Description

1. DPC Vision Statement

Darebin Presbyterian Church (DPC) exists “*to see 10% of the City of Darebin find deep satisfaction in knowing and serving Christ.*”

Your ministry as a PA/AV Ministry Team Member plays a crucial role in helping us to realise this vision because DPC’s conviction is that deep satisfaction in Christ is only found through encountering Christ in God’s *Word*– and of course, people are only able to hear God’s Word read, preached, and sung, because of the effective ministry of the PA/AV team. Furthermore, in Colossians 3:23 we are encouraged that whatever we do, “work at it with all your heart as working for the Lord” and so even in this supporting role we are serving God and facilitating his work.

2. Key Outcomes

1. PA equipment unpacked and set up promptly to allow musicians to start practicing
2. PA equipment unpacked and set up safely to minimise trip hazards and damage to equipment
3. Sound mix and levels adjusted for musicians/vocalists (fold back) and front of house speakers
4. PA equipment operated effectively during the service to facilitate congregational worship and the preaching of God’s word
5. Laptop and projection set up and appropriate service content displayed during service
6. Bible reading and sermon recorded
7. PA equipment properly packed up and stored in the cupboard after the service

3. Specifics of Role

Set Up

- Arrive by 3pm, locate and position the PA/AV storage cupboard
- Set up sound desk, power and fold back speakers
- Connect all amplified instruments to the desk with DI boxes where appropriate
- Connect all vocalists and other instruments with microphones
- Check and adjust fold back levels and mix to facilitate the start of music practice
- Set up front of house speakers
- Check and adjust front of house levels and mix
- Connect laptop, wifi and auxiliary sound
- Connect recorder and ensure SD card inserted
- Connect, check batteries and test lapel microphone
- Check contents of Proclaim and operation of projector

Service

- Check and adjust sound levels and mix
- Enable and disable channels in a timely manner to transition between music, service leaders/presenters, AV and sermon
- Record the bible reading and sermon
- Progress through slides in a timely manner, without causing distraction
- Start Spotify playlist at completion of service

After Service

- Pack the following PA equipment into storage cupboard: fold back speakers, microphones, DI boxes and cords. Assist music team to pack away music stands and instruments.
- Ensure SD card for sermon recordings is replaced and pack away recorder
- Collect lapel microphone and pack away

4. Support and Accountability

This ministry team is co-led by Peter Young and Michael Pettit.

If you have any questions about the PA/AV Ministry, Rosters or this Role description you can contact Peter Young (peteryoung@gmail.com, 0416148514) who leads the PA/AV Ministry Team or Aaron Boyd (aaron@darebinpc.com.au) who leads the Magnification Team who oversees all aspects of the Sunday service.

If you have any ***technical*** questions about the PA/AV Ministry or equipment you can contact Michael Pettit (mpettit00@gmail.com) who co-leads the PA/AV Ministry Team. Alternatively, you can consult the PA/AV Handbook which has been sent to all PA/AV team members and is available in hard copy form in the PA/AV storage cupboard.

New members of the PA/AV team will be provided on the job training and support to supplement this role description and the PA/AV Handbook.