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Audio Team

Last Update: March 15, 2018

TEAM VISION

To build a community of believers who use audio, video and lighting technology to enhance the worship experience and help create a high-quality, distraction-free environment that supports the mission and vision of Faith Assembly.

TEAM ROLE

You are a Worship Leader! We use technology to enhance the power of the worship service and the message. Our role is crucial in helping create an atmosphere where people can experience the presence of God.

Preparing the elements. We serve to create a unified worship experience through technical elements. In placing camera shots, lower third scripture(s), song lyrics on the screens, or even in changing the atmosphere with lighting, we enable guests to encounter and grow with God.

Creating the environment. We have the honor of enhancing the Spirit-filled environment of worship in our Church through sound, lighting, and video. We are charged to protect this environment, keeping it distraction-free, while maintaining a spirit of excellence and authenticity.

TEAM CORE VALUES

1. Relationships: (*Philippians 2:4 GNT*) Look out for one another's interests, not just for your own. We will always nurture relationships with our teams, steward their time and talents, and empower them to mature in the gifting with which they have been blessed by God.
2. Order: (*1 Corinthians 14:33 NIV*) God is not a God of disorder, but a God of peace . . . We have implemented systems of reliability, consistency, and communication that allow us to embody a spirit of order in all we do.
3. Flexibility: (*Proverbs 17:27 MSG*) ... an understanding person remains calm. We understand that things can and will change in a live environment, and we will adapt to those changes with open-mindedness, calmness and professionalism.
4. Innovation: (*Proverbs 18:15 NLT*) Intelligent people are always ready to learn. Their ears are open for knowledge. We will constantly strive to seek out new technology, enact creative techniques, and develop efficient systems and processes that will allow us to fulfill our mission more effectively.
5. Excellence: (*Genesis 1:31 NIV*) God saw all that He had made, and it was very good. We realize that perfection is impossible, but we will always work to nurture an atmosphere of excellence, while still providing the grace necessary to make mistakes and learn from them.

TEAM RESPONSIBILITIES

Commit to the training process. Because of the technical and artistic nature of what we do, training sessions are customized by position. Some people may advance through the training process faster than others.

Check your email. All of our scheduling is done through email via Planning Center. Please make sure you regularly check your email and respond to requests promptly. Remember to block out dates ahead of time in Planning Center App or Online, then you will not have to decline, and you'll really help your team leader! Communication is crucial for building community and carrying out effective ministry, so please let your Team Leader know your availability to serve.

Arrive on time. Each position has a specific call time for each service. It is crucial that you arrive promptly so you have time to prepare for your position before the service begins.

Prepare in Prayer. Prayer is the best way to prepare for your day and serve. Pray to have the heart and eyes of God for people when you serve. Ask God to move in a special way – to personally touch hearts and heal wounds and bring His lost children home. Pray for the specific, personal moment of intimacy with Jesus that would forever change their lives.

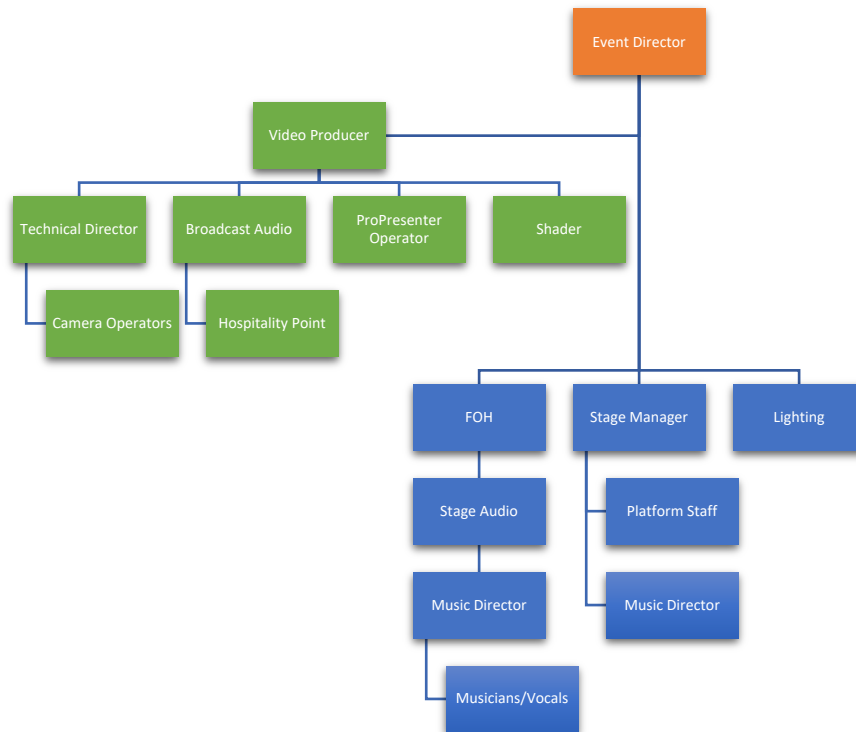
Dress in a manner that would honor Christ. What we wear can sometimes speak louder than what we say. Be mindful to not dress in a manner that would distract others or cause them to stumble. For production, we ask that you avoid bright colored clothing to keep your movements subtle.

Serve with heart, commitment, and excellence. We want you serving in your gifts and passions; in ministry that is an overflow of love and enjoyable to you. If this ministry team is not fulfilling your purpose and you would like to investigate a different ministry team, do not hesitate to let your Team Leader know. This is why we are here - to walk through life with you!

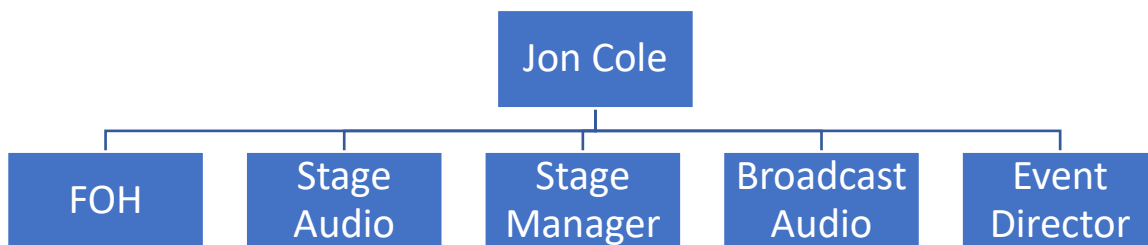
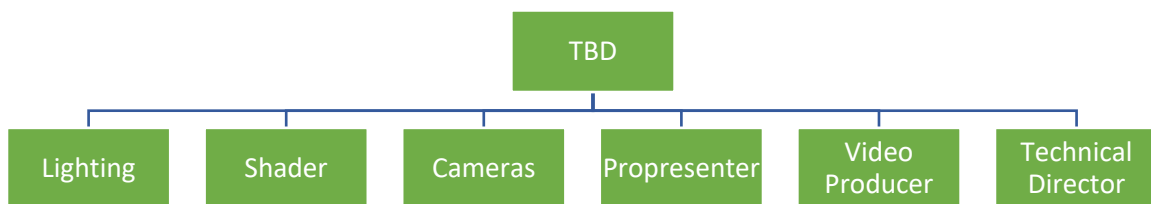
Have fun! Though we must always maintain focus on the service flow so that we do not miss our cues, we continually strive to have fun with everything we do! Your energy and joy is contagious; that is why you are a part of the MediaTech Team!

Smile. You have just served the Risen King and His Church! *“This service that you perform is not only supplying the needs of God's people but is also overflowing in many expressions of thanks to God.” (2 Corinthians 9:12)*

Sunday Morning Communication Structure



Personnel Scheduling



JOB DESCRIPTION: Event Director

Responsible to: Worship Pastor

Purpose

The Event Director's role is specifically designed for someone who has experience in AVL and can bring clarity, communication, oversight, and direction of the AVL related events happening within the auditorium during our weekend service while advancing the cause of worship, evangelism and discipleship at Faith Assembly, North Fort Myers.

Qualifications and Skills Required:

- Working knowledge of basic technical operations/equipment capabilities, as well as their potential enhancements to God-honoring worship via: scene-setting/mood, congregational sightlines, media, lighting, audio, etc.
- Ability to multi-task
- Ability to make timely decisions
- Ability to work in a team setting
- Excellent communication skills
- Excellent "atmosphere awareness" including, but not limited to, ambience, graphics, appearance, etc.

Responsibilities/Expectations

- Study the Service Schedule, including all item details prior to Sunday morning. (Details are posted by 5:00 Thursday evening)
- Lead Audio Production Pre-Service Briefing (6:55am)
- Operate as event director through every section and transition of the worship experience – being the central figure of communication to all related and near-related technical teams happening in the auditorium
- Develop and continually enhance a welcoming, creative culture where ideas are requested and encouraged, leading with enthusiasm and affirmation

Anticipated Scheduled

- Audio Production Pre-Service Briefing (Sundays at 6:55 am)
- Sundays, 6:55 am – 12:15 pm
- Quarterly Tech Team Meetings (TBD)

JOB DESCRIPTION: Front of House (FOH) Engineer

Responsible to: Event Director

Purpose: Produce the best possible atmosphere for worship through sound reinforcement. This includes, but is not limited to, creating the best music mix possible, creating an audio mix that meets the mood the pastor/worship leader wants to convey, and supporting the audio needs of the people involved with the church service, while advancing the cause of worship, evangelism and discipleship at Faith Assembly, North Fort Myers

Qualifications & Skills Required:

- Able to work in a team setting and take directions.
- Either has experience mixing audio successfully in the live environment OR are willing to attend trainings and work alongside a mentor.
- Have good communication skills.
- Excellent “ear” for music and blend.
- Ability to think quickly and react/trouble-shoot properly in high stress situations.

Responsibilities/Expectations

- Commit to attending training sessions and reading/watching other training material for improving existing skill.

Prior to service day

- Attend band and vocal rehearsal.
- Preparation of FOH console (inserting vocal templates, scene planning, etc.).

Pre-Service

- Perform proper line check.
- Perform proper sound check; includes gain settings, proper volume settings, and EQ/mixing process.
- Check with Event Producer for any schedule changes.

During Service

- Responsible for adjusting house sound levels during service as needed.
- Be in communication with Event Director.
- Responsible for providing a distraction-free service as it relates to audio production.

Post-service

- Note any broken/faulty equipment and take it out of service if possible. Report equipment problems to the Music Director.
- Clear stage of equipment as needed.

Training Days:

- At least 2 Wednesday night training on the basics
- At least 1 Sunday shadowing trainer
- At least 2 Sunday mornings hands on with trainer assistance
- Quarterly Training

FOH ENGINEER - Sunday Morning Checklist

Prior to Sunday

- ☐ Determine vocal microphone assignments on service plan in PlanningCenter
- ☐ Designate vocals names on FOH console
- ☐ Prepare for any deviations or additions to stage audio (additional instruments, stage arrangements, etc)

Sunday

6:55 am

- ☐ Attend Audio Production Pre-Service Briefing

7:00 am

- ☐ Sound check Pastor's headworn mic with Stage Audio
- ☐ Prepare iPad for pre-service music (Spotify)
- ☐ Turn on bleacher stairway lights

7:15 am

- ☐ Direct Line Check with Stage Audio and band
- ☐ Sound Check band and vocalists (mixing for house)
 - Gain settings
 - EQ
 - Mix

7:45 am

- ☐ Mix for choir and soloists (if applicable)

7:55 am

- ☐ Mix house for special music

8:00 am/10:30 am

- ☐ Play Pre-service music (Local Playback: Spotify)

8:10 am/10:40 am

- ☐ Fade out Local Playback, fade in countdown music from Media Feed

8:15 am/10:45 am

- ☐ Mix all elements for FOH

During service

- ☐ Prepare for prayer time underscore and/or post-service music (local playback)

~9:30 am/~12:00 noon

- ☐ Play post-service music (local playback)

10:45 am

- ☐ Fade out post-service music (local playback) and set level for Auditorium Sunday School teacher (Pastor Steve)

Post Second Service (~12:15 pm)

- ☐ Fade out local playback
- ☐ Store iPads in drawer and secure
- ☐ Mute FOH console using VCAs (leave in top 2 layers)
- ☐ Lock FOH console
- ☐ Turn off bleacher stairway lights

Considerations

- ☐ EmCee and Pastor's mics should always remain UNMUTED with the fader up

JOB DESCRIPTION: Stage Audio

Responsible to: FOH Engineer

Purpose: To facilitate coordination and communication of platform audio needs that enhance the service environment while advancing the cause of worship, evangelism and discipleship at Faith Assembly, North Fort Myers.

Qualifications and Skills Required:

- Possess great people skills
- Excellent “ear” for balance and blend of vocal parts and instrumentation
- Ability to anticipate platform participant needs, balanced with sensitivity to listeners
- Ability to anticipate potential disruptions and able to take immediate action to address them as quickly as possible
- Ability to diagnose the source of equipment malfunction and to move quickly to bring solutions and/or resolution
- Ability to clearly define and adjust monitor needs/mix that represent the needs of the whole, not just the individual
- Decisiveness, especially under pressure
- Dependability
- Responsibility

Responsibilities

- Battery installation for all wireless microphones and receivers
- Distribution of designated microphones (including Pastor Goss’ head-worn mic)
- Setting monitor mixes for worship vocals, choir, and platform staff
- Communicate confidence screen issues

Expectations

- Attend Thursday soundcheck and rehearsal prior to scheduled weekend service
- All radio communications are to be expedient, clear and succinct with volume
- Move to action as soon as directed by Service Director or platform staff
- Changes needing to be made on the platform during a service should be performed with confident expediency

Anticipated Schedule

- Wednesdays: 5:00pm – 8:15pm (as scheduled)
- Thursdays, 5:30pm – 7:00 pm (when scheduled the following Sunday)
- Sundays: 7:00 am – 12:15 pm (when scheduled)
- Quarterly Tech Team Meetings
- Training Days (TBD)

Training Days:

- Shadow trainer at least 1 Sunday morning
- Hands-on with trainer at least 2 Sundays

STAGE AUDIO - Sunday Morning Checklist

6:55 am

- ☐ Attend Audio Pre-Service Briefing

7:00 am

- ☐ Open Unity Intercom App on your phone
 - Connect phone to FaithNet Secure WiFi network
 - Username: StageAud
 - Password: 7101
 - Use Bonjour connection
 - Use *Channel 2 (Media)
- ☐ Install batteries in all wireless equipment
 - Handheld microphones
 - Head-worn mic transmitter (Pastor Goss)
- ☐ Distribute any IEMs (In Ear Monitors)
- ☐ Soundcheck Pastor's wireless mic and transmitter (with FOH Engineer) and place on acrylic table in staff seating area
- ☐ Place vocal mics upside down (with mic number visible) on microphone trees
- ☐ Inspect floor boxes for issues/proper cable placement
- ☐ Inspect choir mic placement
- ☐ Check stage kit for supplies
 - 9 volt and AA batteries
 - Direct boxes
 - Cables (2 10' XLR, 2 instrument cables)
 - Toupee tape

7:15 am

- ☐ Line check all instruments (called by FOH) – be ready to identify and correct any issues
- ☐ Mix Front Monitors after FOH in order of monitor mix hierarchy or as determined by Music Director:
 - Vocal Mix – All vocals equal volume
 - Rhythm Guitar, Synth Track
 - Acoustic Guitar, Piano & Keys 2 (PADS)
 - High Hat/Snare
- ☐ Mix Pastor's monitor in order of monitor mix hierarchy:
 - Vocals
 - Lead Guitar, Rhythm Guitar
 - Acoustic Guitar
 - Keys 1
- ☐ Mix Choir Monitor (during band/vocal "top and tail")
 - Vocals (esp. EmCee and Pastor)
 - Lead Guitar, Rhythm Guitar
 - Acoustic Guitar
 - (Visually check fader setting for media feed)

7:45 am

- ☐ Mix Choir Monitor for Choir song
 - SL Front Monitor (for soloists)
 - Mix track and soloists (no choir in any monitor)
 - Choir Monitors
 - Appropriate track levels
 - If band:

- Rhythm Guitar, Synth Track
- Acoustic Guitar, Piano & Keys 2 (PADS)
- Kick, snare,

7:55 am

- Mix Center monitor for special
 - Follow same hierarchy as worship vocals mix above if using band

8:10 & 10:40 am

- ☐ Assist lead pastor with placement of wireless head-worn microphone (behind Stage Right wing curtain)

In the interim spaces (after soundcheck, before services, during Sunday School, etc.)

- Remain accessible by radio

During Services

- Be the link of communication between platform staff and Event Director
- Remain attentive for signals or signs of issues at all times
- Radio communications MUST be spoken quickly and with sufficient volume to be clearly understood (Clear communication always trumps decorum.)
- When physical changes must be made on stage during a service, move with confident expediency.
- Communicate to Live Producer if the confidence monitor view needs to be changed
 - Congregational View
 - Preservice announcements
 - Welcome Video and 71o1
 - Special Videos
 - Stage View (words only with next slide preview)
 - Congregational singing
 - Choir
 - Pastor's message
 - Specials

During Mingle (before sermon)

- ☐ Move podium into place

During Pastoral Prayer After Message

- ☐ Assist Stage Manager with TV power cord

After Last Service

- ☐ Gather and store:
 - Pastor's mic and transmitter
 - All vocal mics
 - IEM's
- ☐ Place all rechargeable batteries in charger
- ☐ Kill the Unity Intercom App

* Available Unity Intercom Channels: 2: Media, 3: Site Safety, 6: Emergency

Considerations

- Radio communications MUST be spoken expediently with sufficient volume to be clearly understood (Clear communication always trumps decorum.)
- When physical changes must be made on stage during a service, move with confident expediency

JOB DESCRIPTION: Stage Manager

Responsible to: Event Director

Purpose: To serve physical platform needs of the platform staff and assist Stage Audio to enhance the service environment while advancing the cause of worship, evangelism and discipleship at Faith Assembly, North Fort Myers.

Qualifications and Skills Required:

- Possess a heart to serve
- Ability to anticipate platform participant needs
- Ability to anticipate potential disruptions and able to take immediate action to address them as quickly as possible
- Dependability
- Responsibility

Responsibilities

- Distribution of radios
- Facilitates communication to/from Event Producer to/from music pastor
- Stage TV set-up, placement and removal
- Stairway lights
- Choir personnel direction
- Assist lead pastor (or teaching pastor) with microphone, iPad, water, etc.
- Physical platform needs (tissue, assist with stage changes, mic and music stands, etc.)

Expectations

- Move to action as soon as directed by Stage Audio or platform staff
- Changes needing to be made on the platform during a service should be performed with confident expediency

Anticipated Schedule

- Sundays: 6:55 am – 12:15 pm (rotational schedule)
- Quarterly Tech Team Meetings

Training Days

- Shadow at least 1 Sunday with team trainer
- Hands-on at least 2 Sundays with trainer

STAGE MANAGER - Sunday Morning Checklist

6:55 am

- ☐ Attend Audio Pre-Service Briefing

7:00 am

- ☐ Open Unity Intercom App on your phone
 - Connect phone to FaithNet Secure WiFi network
 - Username: StageMgr
 - Password: 7101
 - Use Bonjour connection
 - Use *Channel 2 (Media)
- ☐ Turn on backstage stairway lights
- ☐ Confirm platform TV extension cord reaches to message position
- ☐ Podium placed behind stage panels (opposite side of TV)

7:15 am

- ☐ Distribute bottled water
 - At least 2 bottles on acrylic table in pastoral seating area
 - At least 6 bottles in bucket, placed by vocal microphone trees
- ☐ Ready TV for sermon (*user: StageDisplay password: football.midget*)
 - Platform TV: On
 - Open Keynote
 - Retrieve Sermon
 - File>Open
 - Select Slide 1
 - Play
 - Platform TV: Off
- ☐ Check to see if anointing oil is available in Pastor's seating area (replace as needed)
- ☐ Check for cables not taped to floor (use gaffers tape)

7:43 am

- ☐ Call choir to risers
- ☐ Assist as needed

8:13 & 10:43 am

- ☐ Send choir out in order to risers (from backstage left)
 - Choir should load from the stage left side of the risers, back row first

During Services (8:15 & 10:45)

Service Start

- ☐ Lock all south outside doors
- ☐ Be seated behind stage left wing curtain
- ☐ Be ready to assist Stage Audio as directed

After Choir Sings

- ☐ Release the choir during first statement of the chorus of the next song (or as otherwise directed by the Event Director)
 - Choir should be released from stage left, exiting backstage

During Interlude Before Sermon

- ☐ Move platform TV to message position
 - Turn platform display on

~9:10 and 11:40

- ☐ Unlock south outside door by choir room (to allow soloist/band, etc. to reenter backstage)

During Pastoral Prayer After Message

- ☐ Return platform TV to waiting position
 - Turn platform TV off

When Pastor Leaves the Platform

- ☐ Assist in removal of wireless head-worn microphone (behind stage right wing curtain)

Immediately After First Service

- ☐ Take Pastor's iPad (in its case) and a bottle of water to Fellowship Hall
- ☐ Reset sermon on Platform TV
 - ☐ Platform Display: On
 - ☐ Press ESC (stop sermon)
 - ☐ Select Slide 1
 - ☐ Press Play
 - ☐ Platform TV: Off
- ☐ Place podium behind stage panels (opposite side of TV)

After Last Service

- ☐ Stop Sermon
 - ☐ Platform TV: On
 - ☐ Press ESC (stop sermon)
 - ☐ Quit Keynote
 - ☐ Platform TV: Off
- ☐ Take Pastor Goss' iPad to sound booth
- ☐ Turn off backstage stairway lights
- ☐ Throw away service orders, trash
- ☐ Place lost and found items from the stage on white cabinet in back hallway
- ☐ Kill the Unity Intercom App

** Available Unity Intercom Channels: 2: Media, 3: Site Safety, 6: Emergency*

Considerations

- ☐ Physical changes to be made on the platform during a service must be performed quickly and confidently
- ☐ All radio communications must be spoken with sufficient volume to be clearly understood (Remember: clear communication trumps decorum)
- ☐ Be ready to communicate any medical or security issues to Site Safety Team
- ☐ Dark clothing (including socks and shoes) is highly recommended when on stage (no white shorts and socks)

JOB DESCRIPTION: Broadcast Audio Engineer

Responsible to: Event Director

Purpose: Produce the best possible mix for of live worship services for broadcast while advancing the cause of worship, evangelism, and discipleship at Faith Assembly, North Fort Myers

Qualifications & Skills Required:

- Able to work in a team setting and take directions.
- Either has experience mixing audio successfully in the live environment OR are willing to attend trainings and work alongside a mentor.
- Have good communication skills.
- Excellent “ear” for music and blend.
- Ability to think quickly and react/trouble-shoot properly in high stress situations.

Responsibilities/Expectations

- Commit to attending training sessions and reading/watching other training material for improving existing skill

Training Days:

- At least 2 Wednesday night training on the basics
- At least 1 Sunday shadowing trainer
- At least 2 Sunday mornings hands on with trainer assistance
- Quarterly Training

BROADCAST ENGINEER - Sunday Morning Checklist

6:55 am

- ☐ Attend Audio Production Per-Service Briefing

7:00 am

- ☐ Label vocalists in console (according to PlanningCenter Service Plan)
- ☐ Read through service detail to become familiar with service flow

7:15 am

- ☐ Beginning building broadcast mix during sound check

7:45 am

- ☐ Mix choir and soloists (if applicable)

8:15 & 10:45 am

- ☐ Mix for broadcast
- ☐ Record Sermon to CD

Post Service

- ☐ Finalize sermon CD
- ☐ Duplicate _____ CDs, label and box
- ☐ Deliver to Information Counter

9:15 a.m. (Sunday School)

- ☐ Mute "Speaker" input
- ☐ Send playback from FOH to all outputs