

Media Team member - Job description

1. Arrive at 9:00 am Sundays
2. Turn on amps by stage (2)
3. Turn on TV's 3 use 2 remotes
4. Turn on stage lights purple / separate remote
5. Turn on sound board
6. Turn on computer pw- 2226 open ProPresenter
7. Load songs from setlist / use usb, load file folder on desktop
8. Load slides for sermon
9. Expand slides "fill / stretch to frame"
10. Click "save all"
11. Follow slides while band plays each song
12. Add any missing slides or words, Fix any mis spellings
13. Click "save all"
14. Always play music in background softly before and after service.
15. Start music immediately after pastor prays, lowly in background
16. Stay after service about 10 minutes then shut down everything in reverse order.
17. Ask worship leader and Pastor if they need any other support.
18. Do NOT have drinks or food near computer or sound board
19. Adjust vocals and each instrument on sound board for a good mix .
- 20.