

Grace Christian Church Buderim

Tech/Data Operator Role Description



Nature of the Role

The role of the Tech/Data Operator is a behind-the-scenes facilitator ensuring the management of sermon presentations, multimedia presentations provided and recording of the service.

You Are Directly Responsible To:

The teaching elder (pastor) and ruling elders

Outline of Responsibilities

Pre Service:

- Pray for the worship service and for your ministry
- Be aware of the roster and find a replacement if they are unavailable
- Perform slide checks and equipment checks 30 minutes prior to start of service
- Ensure all slides are present including the sermon and do not add to or adjust any slides unless instructed to
- Check *Order of Service* to ensure familiarity with the service and for other media being used

During Service:

- Ensure presentation is flowing as per *Order of Service*
- Ensure recording is taking place for bible reading and sermon
- Be alert to any technical faults and solve as necessary

Post Service:

- Save service recording as per printed instructions
- Note any broken/faulty equipment and take out of service if possible. Notify the administrator

Personal Qualities

- Have an enthusiasm for serving Jesus and his church
- May be any age, as long as they have sufficient skill and maturity for the role
- Ability to work in a small team
- Ability to focus on the task at hand
- Be humble
- Be dependable
- Ability to think quickly and react/trouble-shoot properly

Boundaries and Limitations

- The role is performed in the church building or on its grounds
- Under all circumstances, avoid being alone with a child

Support, Supervision & Training

Be willing to attend training sessions and read/watch other training material for improving existing skills

Participation Group

Sunday Service

Frequency of Service

8:30am - usually rostered once every 4 weeks

5:30pm - usually rostered once every 4 weeks

Length of Term

As desired by the individual in consultation with the Pastors

Workplace Health & Safety

- Perform all tasks in a safe and responsible manner
- Comply with all operational manuals and instructions
- Take care of self and others
- Ensure that accidents and hazards are identified, recorded and managed in accordance with current policies and procedures

REQUIREMENTS FOR THIS POSITION**TO SERVE IN THIS ROLE, YOU MUST:**

- Be a regular attender at church
- Under all circumstances, avoid being alone with a child
- Report damaged property or equipment or other issues that pose a risk to yourself and/or others
- Adhere to Grace Christian Church Buderim's practices, including your WPC Safe Church Code of Conduct
- Supply to the church a current Working with Children Check approval (Qld Blue Card)
- Maintain current WPC Safe Church training
- Sign a copy of this job description, indicating your agreement to the WPC Safe Church Code of Conduct

I have read, and agree to abide by, this Role Description.

Name: _____

Signed: _____ Date: ____/____/____