



WORSHIP ROLES AND TEAMS

Projection Team

Why/Goal of the Position: The Projectionist Team creates and presents high-quality visual projections for all Sunday worship services and other special services (e.g., Christmas Eve).

Roles on Team:

- Projection Coordinator
- Projection Creator
- Volunteer Projection Techs
- Staff Liaison: Pastor

Reporting Relationships:

- Projection Creator: Reports to the pastors.
Projection Coordinator: Responsible for the Volunteer Projection Technicians.
- Projection Volunteer Techs: Report to the projection coordinator, and also check in with the worship assistant.

Duties/Responsibilities:

Projection Creator

- Create high-quality projections for all Sunday morning worship services and other special services with all necessary service elements as directed by the pastor(s).
- Set up slideshow for projection volunteer tech 30 minutes prior to service so they can review.
- Report technology or equipment concerns to the Pastors.

Projection Coordinator

- Responsible to maintain TimeToSignUp to schedule projection creators and all projection volunteer techs.
- Using TimeToSignUp, send out emails and reminder emails to projection creators and projection volunteer techs.
- Responsible to train the projection volunteer techs.

Projection Volunteer Tech

- Sign up through TimeToSignUp to volunteer and schedule preferred Sunday availability.
- Work through projection coordinator for all scheduling conflicts or changes.
- Arrive 30 minutes before worship service. Review presentation at least once.
- Check in with the worship assistant to receive any instructions about special needs for the service.
- Advance slides during worship service to provide a seamless, distraction-free media experience.
- If video included in presentation, test video by running from start to finish and adjust volume.
- Shut down technology and equipment as appropriate after last service.
- Report any technology or equipment concerns to the projection coordinator.

What materials they need to access (materials, passwords, keys, etc.):

- PowerPoint
- Media Shout and passwords
- TimeToSignUp and password
- Internet/email and passwords
- Technology desk equipment and keys

What training is involved for the role:

Projection Creator

- PowerPoint
- Media Shout
- Resources to retrieve graphics, scripture, songs, prayers, etc.
- Slide advancement techniques
- Video management
- Technology desk projection equipment

Projection Coordinator

- TimeToSignUp

Projection Volunteer Tech

- PowerPoint
- Media Shout
- Slide advancement techniques
- Video management
- Technology desk projection equipment
- Troubleshooting and problem-solving techniques to navigate and recover from potential issues of missing or out-of-sequence slides
- TimeToSignUp