

The Ridge_Roles

Role: Worship Computer Tech

Reports to/Direct Report: Worship Pastor/Assistant

Purpose:

This area of responsibility may seem simple, but it's extensive. It involves managing visual elements like songs, backgrounds, video loops, image slides, video inputs, and some automated tasks. This role provides seamlessness and consistency that allows worshippers and worship leaders alike to focus on the presence of God.

Responsibilities:

- The Worship Computer Techs are required to attend the Pre-Service sound check. It is a final check on sound and lyrics before the service.
- Before all rehearsals, sound checks, and services check the presentation for errors such as wrong lyrics, order of songs and lyrics, visibility of lyrics, video inputs, and flow of the presentation.
- Look at Planning Center to make sure the appropriate songs and arrangements have been entered and in all services needed.
- Start the countdown video 5 minutes before all services
- Make sure the speaker's slides are entered into the presentation.
- At present our Music Assistant is preparing lyric slides, and presenting them at our corporate Worship Team rehearsal on Wednesday evenings, but in the future that may change.
- If there is time between services play The Ridge Worship Music from Spotify.

Requirements and Role Training

1. Computer proficiency
2. Knowledge of the lyrics/flow of the songs
3. Ability to Focus on the task at hand
4. Sensitivity to the needs of the presenters
5. “ProPresenter Essentials” - Worship Ministry School
6. “Liturgical Theology for Worship” - Worship Ministry School

Weekly Time Commitment

At home prep throughout the week: Become familiar with all songs to be presented on Sunday by using Planning Center Sunday Sound Check:

7:20am for 8am service

9am for 930/1050 services

Sunday services 8am or 930/1050

Expectations

- Worship Computer Techs are to be team players and follow the instructions of the Worship Pastor/Assistant with respect for their position, and without argument.
- Worship Computer Techs should show up looking professional, not in sweatpants (should be clean/represent the church well with a non-distracting appearance)
- Worship Computer Techs should have equipment and be in position prior to rehearsals and sound checks
- Worship Computer Techs are expected to attend any worship team gatherings for training.

Review Period/Feedback

This position is reviewable every 6 months.

In the review we will:

- Discuss development in the current role
- Discuss transition if needed
- Address any big picture issues with the role
- Make a plan for the next 6 months

Leadership Development Pipeline

As our church strives to develop leaders who continue to grow in their skill and craft we want to outline the next steps if this volunteer desires to own more portions of leadership as a Worship Computer Tech

- **Phase 1 A Volunteer Computer Tech**
- **Phase 2 A Computer Tech Leader/Coach**
 - ProPresenter proficiency
 - Video Course “Planning Center Essentials” - Worship Ministry School
 - Video Course “The Worship Leader Mindset” - Worship Ministry School
- **Phase 3 - Production/Tech Director**
 - Learn other Tech positions so they can help provide guidance and troubleshoot any other tech positions
 - Video Course “Beginner’s Guide to Living Streaming for Churches”
Worship Ministry School
 - Video Course “ProPresenter Essentials” Worship Ministry School
 - Video Course “Lighting for Worship” Worship Ministry School
 - Serve at least 8 times at each position (Video Stream Tech, Audio Tech, Lighting, Streaming, etc)