

Board of Worship

Audio-Visual Team PowerPoint Scheduler

Mission Statement: The Audio-Visual Team of Grace Lutheran Church serves members and guests who are worshipping in person, as well as those individuals watching the church services online, assuring that all visual and auditory needs are met in order to enable all in attendance to participate in worship, all to glorify God.

Description: The Power Point Scheduler creates and manages the Power Point Operator schedule throughout the year and invites new team members to serve.

Qualifications:

- Any member of Grace Lutheran Church
- Good at communicating with others
- Dependable

Responsibilities:

1. Create the power point schedule once a month. A previous month's schedule will be sent to you digitally by the outgoing scheduler for you to follow. Check with the office admin prior to creating the schedule each month to confirm services and times for that month. There are seasons of the church year when more services will be added and more operators will be needed.
2. Email a copy of the schedule to all power point operators who are included on the schedule being sent out. Ask them to confirm that they can serve where they are scheduled. If there is a conflict, schedule another operator in that date and send the schedule to the replacement operator to confirm the date works for them.
3. Once all spots are confirmed, email a finalized copy to those on the schedule and the office admin.
4. Print a schedule each month and hang on the bulletin board in the fellowship hall.
5. Contact existing operators once a year to see if they are willing to continue serving for the following year. **If yes**, review the operator MPD and put a hard copy in their member mailbox. **If no**, let the Member Ministry Coordinator know so our data base can be updated.
6. Personally invite members to join the power point team as needed. Ask the Member Ministry Coordinator for suggestions if needed.

Time Commitment:

- 20 minutes/month to create and email schedules.
- 1 hour once a year to contact each operator to see if they are willing to serve the following year.
- One- year commitment. You may serve longer if you so desire.

Relationships: This person communicates with the Power Point Operators.

Training: Training will be provided by the outgoing Power Point Scheduler.