

## ROLE DESCRIPTION

# Graphics Operator Volunteer



### Category: 2b

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**Role:** In being the Graphics Operator for our worship services, you will be responsible for setting up and running all visual aspects of our services that are to be displayed on the various screens for the congregation (including our online congregation) and ministry teams, in order to help people engage meaningfully with our gathered times of worship. While on-the-job training is provided, the nature of this role requires volunteers to possess an adequate level of technical proficiency in Computers and Projection.

**Accountable To:** Adrian Green (Digital Tech Co-ordinator) - [adrian@parramattabaptist.com](mailto:adrian@parramattabaptist.com) - 0408 487 985, and Worship and Service Facilitator on the day

### Specific Responsibilities

- Arrive early to set up iMac, visual matrix, foldback screens etc
- Arrange songs in line with the band practice and instructions (10:45am operator will use the same arrangement as the 8:45 service, so ensure instructions are clear)
- Communicate with Service Facilitator regarding slides for announcements and other requirements for the service
- Communicate with the Preacher regarding any sermon slides and either advance the slides for the Preacher or provide the 'clicker' for them to advance the slides themselves
- Liaise with the Vision Operator to ensure everything is set up for livestreaming (AM Service)
- Run the Graphics Computer and screens for the service according to the determined schedule, ensuring timely displaying of relevant information on the screens
- Pay close attention to the timing of the advancement of slides particularly during the worship songs – early or late changing of slides during songs can affect people's time of worship (ideally change to next slide with 2 words left to sing on current slide)
- Pack up Computer and any other equipment safely and ensure everything is left neat and tidy
- Organise to swap with another person on the roster if you are unable to do your rostered week, and advise of change to the Ministry Assistant so the roster can be updated

### General Responsibilities

- Report any Safe Church concerns (including complaints of alleged reportable conduct) to Kathy Bates or a member of the Safe Church Team, as outlined in PBC's *Procedure for Responding to Child Protection Concerns* and PBC's *Procedure for Handling Complaints Against Staff and Volunteers*. Concerns should be documented on a *Safe Church Concerns Form*
- Interactions with any children and young people connected with a PBC activity should be consistent with the *PBC Guidelines for Activities with Children and Young People*
- Be aware of and act in accordance with the risk assessment carried out for this ministry area, and report any hazards or breakages via the QR code shown throughout the Church, or by reporting to the Operations Manager and/or the relevant ministry leader
- In the event of any accidents or injuries, a first aid box is located in the Kitchen, and an Incident Report form located on the noticeboard should be completed

### Time Required

- Approximately 2-3 hours (depending on the service you are rostered on) approximately every 6 weeks or on a frequency of your choosing, plus additional time throughout the year for team meeting and training as required
- 8:45am Service – Arrive by 7:45am
- 10:45am Service – Arrive by 10:00am

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- 5:30pm Service – Arrive by 4:45pm

### Key Policy Requirements

The below seeks to highlight some key policy requirements that might be particularly relevant to this role. This does not seek to cover the whole policy and requirements. Please ensure you read and understand the full documents.

- **WHS**
  - Ensure area around the Computer and Sound Desk is neat and tidy and free from electrical hazards
  - Be aware of potential trip hazards (cabling, step up into Computer and Sound Desk platform etc)

### Other Safe Church Requirements

To serve in any of the ministries at PBC, there are additional requirements, according to the Category of the role, that must be completed before commencing. You can find the Category (e.g. 2a or 2b) of the role at the top of this Role Description. Use the table below to determine the additional requirements for the role. To complete the additional requirements, or for more information on Volunteering at PBC, see:

[https://parramatabaptist.com/applying\\_for\\_roles/](https://parramatabaptist.com/applying_for_roles/)

	<b>Screening Questionnaire</b> <i>(Once only)</i>	<b>Referee Form</b> <i>(Once only)</i>	<b>Code of Conduct</b> <i>(Once only)</i>	<b>Working With Children Check (WWCC)</b> <i>(Renewed every 5 years)</i>	<b>Creating Safe Spaces Training</b> <i>(Renewed every 4 years)</i>
<b>Category 2a</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>Category 2b</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>No</b>	<b>No</b>

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_