

## ROLE DESCRIPTION

# Vision Operator Volunteer



### Category: 2b

**Role:** In being the Vision Operator for our worship services, you will be responsible for setting up and running the livestream and recording component of our worship services, so that those who aren't able to physically make it to one of our services are still able to be a part of the PBC community and participate in Worship and hearing the Word of God.

**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 cameras, and vision mixing equipment, ensuring everything is working well
- Co-ordinate with the Sound Operator and Graphics Operator to ensure audio and graphics computer output is connecting to the video mixing equipment correctly
- Operate the cameras throughout the service to ensure what is happening in the service remains in focus
- Monitor the sound and audio feeds, as well as the online connection, to ensure things continue to operate smoothly
- Pack up Cameras and all video mixing 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 Office Manager 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 once a month 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 8:00am
- 10:45am Service – Arrive by 10:00am
- 5:30pm Service – Arrive by 4:00pm (not currently Livestreamed or Recorded – only for special occasions)

### 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)
  - Ensure use of step ladder when mounting camera above the Vision Operators Desk (can be found near the Vision desk or in the kitchen)

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#### Other Safe Church Requirements

As part of our Safe Church commitment, each person must go through an application, screening and induction process before they can step into a new ministry role, with the requirements varying upon the role Category. The Category can be at the top of this Role Description. Use the table below to determine the additional requirements for the role.

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

### How to Apply for this Role?

1. Go to: <https://parramatabaptist.com/apply/>
2. Enter in your details (name, email, phone)
3. From this Role Description, enter in:
  - a. **Role Applied for:** Vision Operator
  - b. **Category of the role:** 2b
  - c. **Ministry Area:** Select most appropriate (Children, Youth, Worship, Tech, Other)
4. Fill in the remaining fields and click **Submit**.
5. **IMPORTANT:** Once submitted, the page will redirect and show any additional screening steps you need to complete (minus any previously completed). It is also emailed to you. Please complete these steps asap.

Please let us know if you need assistance completing the application and screening process. We are happy to help.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Please sign and return this role description to the Operations Team or your Ministry Leader*