

## ROLE DESCRIPTION

# Sound Operator Volunteer



### Category: 2b

**Role:** In being the Sound Operator you will be responsible for setting up and running the audio component of our services, 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 Sound and Equipment.

**Accountable To:** Sound Team Leader

### Specific Responsibilities

- Arrive early to set up all sound equipment (sound desk, microphones and stands, keyboard, DI Boxes, and IEM's etc)
- Assist the band in using the sound system (including setting up and instruction in how to use IEM's, and how to connect their instrument)
- Communicate with service leaders, preachers, and other speakers in the service regarding their audio needs, and where required, liaise with the Graphics Operator for their audio requirements
- Master the mix – Oversee the overall front of house mix for the congregation to ensure the audio is clear and works together well
- Assist with the pack up of instruments and other audio equipment (including placing batteries on charge, locking equipment away, powering down sound desk etc)
- 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 3 hours on a frequency of your choosing, plus additional time throughout the year for team meeting and training as required
- 8:45am Service – Arrive by 7:00am
- 10:45am Service – Arrive by 10:00am
- 5:30pm Service – Arrive by 3:00pm

### 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)

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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 (Once only)	Referee Form (Once only)	Code of Conduct (Once only)	Working With Children Check (WWCC) (Renew every 5 years)	Creating Safe Spaces Training (CSS) (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:** Sound 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*