

Audio Team Job Description

CITP is creating an "audio team" whose members take turns being responsible for audio related tasks one Sunday a month.

The tasks for audio team members are:

- Turn on the audio system (one switch).
- Turn on and log into the laptop that records the service.
- Check the battery level on each mic (stand mic, pastor earset mic, and (if to be used) the second earset mic, and/or lavalier mic).
- As needed: help adjust (and test) the mic(s) used by a visiting pastor, intern, or other guest speaker.
- Turn on the iPad and operate the audio system volume control application. It is best that the team member check volume levels from near the back of the sanctuary. Except for speakers making announcements or reading scripture, any needed adjustments should be minimal after the service starts.

At the end of the service:

- Put the iPad to sleep and back in its storage location.
- Use a web browser on the recording laptop to verify that the service recording has been successfully uploaded to Google Drive.
- “Hibernate” the recording laptop.
- Turn off the audio system.
- As needed: plug in the iPad for charging.

Training will be provided for all of these tasks and full process documentation is available.