

Audio / Visual Policy

In order to enhance the Word of God through sight and sound, and in order to continue to offer quality A/V support while being good stewards of the church's financial gifts, the Media Production Ministry has developed these guidelines.

WORSHIP

A/V support will be provided for all worship services: Sunday morning worship, funerals, and weddings.

Other events that contain elements of worship (such as prayer, meditation or the singing of hymns), but are primarily for the presentation of programs, concerts, dramas, or special speakers, come under the Special Events heading.

REGULAR ON-GOING MINISTRIES

Regular on-going ministries that only occasionally need A/V support should offer the opportunity to learn basic A/V operations to their ministry volunteers. On the audio side, basic operations are defined as having the ability to turn on the system and monitor one microphone. On the visual side, basic operations are defined as having the ability to work with a simple projector and screen set-up provided through Facilities.

If this opportunity for service is declined and your ministry area is not able to provide a trainable volunteer, then a fee of \$25/hour/engineer will be assessed your ministry area. Fees may be paid directly to the church with "Media Production Ministry" on the memo line or paid through a transfer from your ministry area budget to the Media Production Ministry's Designated Fund.

Because of the technical level of expertise required to run visuals through the computer to the screens, while also monitoring sound levels (in the Sanctuary and/or FLC Gym), an A/V engineer will always be required and the fee would be assessed.

ONE-TIME SPECIAL EVENTS

Any ministry area or group desiring A/V support for special events should contact their staff representative. The staff member and the Media Production Ministry Director will discuss the need for support, the number of engineers that would be required, and how the assessed fees would be covered. In the case of special events, a minimum of two hours (including set-up and tear-down) will be assessed. When special events are fund-raising events, then the staff member should consider the cost of A/V support when setting the price for the event.

TO REQUEST A/V SUPPORT

The Ministry Leader or staff representative must complete the A/V segment of the Facility Request Form at least two weeks prior to your event. You must receive confirmation of approval from the Media Production Ministry before advertising your event. Approval will be based on the number of events already scheduled and the availability of A/V volunteers at the time of your event. Training for your ministry area volunteer must also be scheduled at least 48 hours prior to your event. If already trained, your ministry area volunteer may simply verify equipment proficiency 48 hours prior to your event.

CANCELLATIONS

If you or your ministry area volunteer does not make contact within the 48 hour timeframe, the event will be cancelled from the Media Production Ministry calendar. Ministry Leaders will be notified that A/V support is cancelled. It is the responsibility of the Ministry Leader to provide a minimum of 24 hours notice of cancellation to the Director of Media Production. If proper notification is not given, a \$25 cancellation fee will be assessed.

hours	w/ volunteer	w/o volunteer
0 - 2	FREE*	\$50/operator
2 - 4	FREE*	\$100/operator
4 - 6	FREE*	\$150/operator
6 - 8	FREE*	\$200/operator

*a \$25 set up fee may be required