

SOVEREIGN GRACE CHURCH

of L O U I S V I L L E
est 2012

Band

Participate as a vocalist or instrumentalist in the band on Sundays

- Time Commitment: 8am-1pm
- Assist with set up of your own instrument and the entire sound system
- Respond promptly to Planning Center invitations
- Be familiar with and adhere to the [Musician Guidelines for Sovereign Grace Church](#)
- Be familiar with the songs we'll be singing on the mornings you serve
- Support the leader and other musicians in the band through attentiveness, encouragement, and responsiveness
- Help tear down the sound system until the cases are ready to be loaded into the trailer

Choir

Participate in the choir on Sundays

- Time Commitment: 9am-1pm (one Sunday per month) & 2pm-4:30pm (two Saturdays per month)
- Commit to two monthly rehearsals
- Commit to one Sunday morning
- Support the leader, band musicians, and other choir members through attentiveness, encouragement, and responsiveness

Mixer

Oversee mixing for the band, preaching, and live stream on Sundays

- Time Commitment: 8am-1pm
- Assist with set-up of console, snakes, and speakers
- Perform a sound check with the band
- Check the speaker mics
- Check that audio is being sent to the camera & external recorder
- Record the meeting
- Actively mix during the meeting
- Help tear down audio equipment

Greeting

Greet and serve members/guests before, during, and after the meeting

- Time commitment: 10:00am-12pm
- Warmly greet everyone upon arrival
- Answer questions from guests

- As necessary, help seat guests
- Run the welcome table before and after the meeting
- Distribute bread and juice on Communion Sundays

Live Stream Tech

Set-up and run live stream

- Time Commitment: 8am-1pm
- Set up table with monitor, video switcher, lyrics computer, and ATEM computer and connects all devices
- Check audio level in ATEM Control Software
- Set up YouTube live stream
- Make sure Pro Presenter slides and lyrics are formatted correctly
- Add in and format sermon quotes
- Run lyrics for the live stream
- Start and stop the live stream
- Tear down live stream equipment

Projection

Run lyric projection for the room

- Time commitment: 8am-1pm
- Run 50ft. HDMI to the computer
- Make sure that the lyrics are formatted and in the correct order
- Connect audio cable from the console to the computer
- Add in and format sermon quotes
- Start pre-meeting and post-meeting Sunday music on iTunes
- Tear-down projection equipment

SGKids

Serve the children & families of SGCL

This ministry is not running right now due to COVID; but if you'd like to be put on a list to serve when it opens back up, please check the box on the form

- Time commitment: 10:15am-12:15pm
- Must be MinistrySafe certified
- Can serve in the nursery, 2&3's, 4&5's, or Elementary age classrooms

Security

Help ensure the safety and security of church meetings

- Time commitment: 10:00am-12:30pm
- Ensure that the gospel is proclaimed each week without any interruption or distraction to the pastor or the congregation
- Must be MinistrySafe certified
- Wear a headset during the service to allow communication between the team

Set-up & Tear-down Crew

Set-up and tear-down equipment

- Time Commitment: 8am-1pm
- Arrive on time to help load in cases from the trailer
- Set-up and tear-down the stage and all equipment

Stage Manager

Oversee set-up and tear-down

- Time Commitment: 8am-1pm
- Know how to set everything up, point people in the right direction, answer questions from set-up and tear-down crew, and train new volunteers
- Understand audio and be able to assist the FOH mixer as needed
- Know how to set up speakers, snakes, outputs from the console, cables, mic stands, music stands, vocal mics, prophecy mic, ambient mic, drum mics, etc.
- Change batteries in every mic before the service
- Deliver mics to all of the pastors
- Help tear down all equipment

Video

Run the camera

- Time commitment: 8am-1pm
- Set up camera, tripod, & power cable
- Run audio cables from the console to the camera
- Run 50 ft HDMI cable to the video switcher
- Make sure the SD cards are in the camera and format them before recording
- Make sure the HDMI display settings on the camera are set to 1080i
- Record the service on the camera
- Deliver SD card(s) to the Mixer
- Tear-down video equipment