

AV TEAM CHARTER

May 20, 2024

Description of the AV Team

Worship services require many technical components to bring our message to the community, to the people in the room as well as those online. From sound to video and everything in between, our Audio-Visual (AV) Team provides support for these needs.

Scope of Activities

The UUCDC AV Team provides Audio, Video and Streaming support for regular and special services and events at UUCDC.

The AV Team will schedule the required volunteers to handle the AV needs and communicate with the current AV vender to arrange any required service.

Responsibilities for Worship

Each week two members, at minimum, of the AV Team direct the video of church services and put services and church events on the internet using a video switcher, remote control cameras and graphics to stream services on Zoom and other venues as needed. The AV Team will refresh the pre-worship slide show at least monthly. The chat from the zoomed worship will be shared with the Caring Team after the service.

Task	Due By	
Provide Info for OoS	5PM, Wednesday	Minister or WA
Provide Hymns	5PM, Wednesday	Minister or Music Director
Provide info for Joys/Concerns	5PM, Thursday	Caring Team or Admin
Prepare Worship Slide deck	5PM, Friday	Admin
Prepare AV tech guide	8AM, Sunday	AV Team
Operate AV equipment	During Worship	AV Team
Post Recordings to Youtube	5PM, Monday	AV Team

Support for Special Events

AV Team volunteers are sometimes needed to support special events. Any event taking place in the sanctuary requiring microphones, projection on the video screens, or streaming online requires the assistance of at least one member of the AV Team.

AV Team members will provide support for Congregational meetings and UUCDC fundraisers on a voluntary basis. However, AV Team volunteers may receive compensation from UUCDC for supporting rentals (including memorials and weddings of members). The church administrator is responsible for notifying the AV Team of all rentals so that the team can effectively coordinate staffing.

Membership of the AV Team

The AV Team is open to members and friends of UUCDC with an interest in audio and video production. No experience is necessary but training is necessary.

Training

All volunteers will receive training and mentorship from the most experienced members of the AV Team. There is ample written documentation, but on-the-job training and mentorship is most helpful.

Location and Time of Activities

The work of the AV Team occurs in the Church office on Sundays morning starting 45 minutes before the first service until the the end of worship and as needed for special events. Preparation of the tech guide and posting of the videos may be done offsite.

Rotation of Responsibilities of AV Team members

The members of the AV Team will manage the audio visual needs of the church on a rotating basis as organized by the Chair and members of the AV Team.

Adoption of the Charter

Reviewed by the Team on May 20, 2024 by Marilyn Huff
[Date] AV Team Leader

Reviewed by the Board on May 20, 2024 by Marilyn Huff
[Date] Board President