

Audio-Visual Subcommittee Charter

Date: November 16, 2023

Responsible to: Worship Committee

Subcommittee/Team Chair/Co-Chair: Jim Monnier/Deb Hocevar

Subcommittee/Team Members: Jim Monnier; Deb Hocevar; David Yens; Jim Ammerman

OVERALL GOAL: The Audio-visual subcommittee/team is charged with: Ensuring quality sound and visual images during Sunday Services, Memorial Services, and other events in the Main Hall. In addition, the committee will show slides on the large screen during services and events as well as serve as host for Zoom and Hybrid services and events.

Key Responsibilities/Activities of SubCommittee/Team:

1. Set up microphones and cameras to ensure quality sound in the Main Hall for services and events as well as quality video for events using Zoom or Facebook.
2. Operate slides on the main screen as per Order of Service or meeting agenda.
3. Act as Zoom host for hybrid services and meetings.
4. Maintain and protect all sound, camera, and computer equipment in the Sound Room.
5. Make recommendations for new and improved sound and audio equipment.
6. The AV team makes recommendations for upgrades to the equipment (screens, computers, microphones, etc.) that must be included in the annual budget request.

Limitations on Authority/Approvals Required:

1. Approval of annual plan and budget by the Key Committee and Minister and then the Board
2. Expenses for equipment over \$1000 must be approved in advance by the Chair, Minister, and then the Board

Other Committees/Staff to Coordinate with: Worship Committee; Rental Committee; Minister; Music Director; Memorial Committee; Stewardship Committee

Key Calendar Dates: Every single Sunday morning; special holidays; memorial services.

Other:

Board approval ___X___, Date_____11/21/23_