



Sound and Visual Volunteer Pack



THE CHURCH OFFICE

Website Manager

Thank you very much for being willing to give your time to help maintain our church website. The church website is sometimes the first impression visitors have of our church. Our aim is for the website to be a welcoming, easy-to-use site where people can find any information they need to come and join us on a Sunday and the wide range of church activities and events held throughout the week.

The Website Manager is responsible for maintaining the church's website, ensuring that information is accurate, current, and accessible, and supporting the church's communication, outreach, and ministry objectives through effective online content management.

Our website is hosted on **[insert website host system here]**.

You will report to **[Insert Church Administrator's Name here]**, the Church Administrator.

Key Responsibilities:

- Maintain and update church website content, ensuring information is accurate and up to date.
- Publish announcements, events, news and ministry information.
- Upload sermons, livestream links, recordings and other media.
- Ensure website content and online forms support the church's data protection obligations and raise any compliance concerns with the church administrator.
- Monitor the website to help ensure compliance with the church's data protection and privacy policies.
- Ensure the website remains functional, accessible and mobile-friendly
- Monitor website user accounts and permissions as required
- Monitor website performance and report any technical issues.
- Coordinate with church staff and ministry leaders to gather content and updates.
- Ensure contact forms, event registrations, and online giving links operate correctly.



- Carry out routine website maintenance, including updates and backups, or liaise with external providers when this occurs externally.

Please refer to the Volunteer Code of Conduct for more information about what we value in and expect of our volunteers.

Where the role involves access to personal information submitted through the website, volunteers are expected to maintain appropriate confidentiality and comply with church data protection policies.

We know life can get busy and challenges arise. If for some reason, you are unable to serve or spend any time on this, please let the Church Administrator know on **[Insert Church Administrator Phone Number Here]** who will be able to sort alternative arrangements out for you.



Audio, Visual, Livestream Team Member

Thank you very much for being willing to give your time on a Sunday to help us serve and welcome our church family and visitors. Our aim is to ensure that everyone is able to engage with our Sunday services, whether they are attending in person or watching online and the Audio, Visual and Livestream play a key part in that.

As a member of the Audio, Visual and Livestream Team:

- You will be responsible to **[Church Administrator's Name Here]**, the Church Administrator.
- You will be serving as part of a team of **[Number of Helpers in the Welcome Team on a Sunday]** under the Audio, Visual and Livestream Team Leader.

The rota works on a 4-week basis, which allows for 1 week on, 3 weeks off.

[Adapt This to Fit Your Rota Schedule]

Training and support will be provided for all aspects of the role.

Key Responsibilities:

Pre-service responsibilities:

- Arrive before the service at **[insert time here]** to help with band set-up and equipment checks of the audio, visual and livestream equipment.
- Make sure the livestream is up and working ready for the service. The Software we use is **[insert software here]**.
- Ensure the Presentation software is working properly. The Software we use is **[insert software here]**
- Assist with any final checks required by the worship leader, speaker or team leader.

During the Service:

- Operate presentation software to display song lyrics, Bible readings, videos, notices, and other content.
- Assist in operating audio, visual, and livestream equipment as directed.
- Monitor audio and visual quality throughout the service and report any issues to the team leader.
- Support livestream broadcasts and recordings as required.
- Work closely with other team members to ensure the service runs smoothly.

Post-service responsibilities:

- Assist with the packdown of the audio, visual, and livestream equipment.
- Ensure the livestream, audio and visual recordings have been completed successfully.
- Pass recordings and other media to the appropriate person for uploading or distribution.
- Report any equipment faults or technical issues to the team leader.

Please refer to the Volunteer Code of Conduct for more information about what we value in and expect of our volunteers.

How do I swap?

It is completely understandable that you may need to swap your date on the rota if you have other commitments. We would ask that once you are aware of your need to swap, you try and organise the swap as soon as possible. Please make sure you swap with someone who is in the same role as you i.e., if you are a Team Leader please swap with another Team Leader and if you are a Team Helper please swap with another Team Helper.

Once you have made the swap please inform your team leader and don't forget to double check the dates with the person you swapped with so you know

when you are next serving! If you are unable to find someone to swap with please let the Church Administrator know.

Illness

If you are unwell or have a persisting illness on the day you are scheduled to serve, please let the Church Administrator know on **[Insert Church Administrator Phone Number Here]**.



Audio, Visual, Livestream Team Leader

Thank you very much for being willing to give your time on a Sunday to help us serve and welcome our church family and visitors. Our aim is to ensure that everyone is able to engage with our Sunday services, whether they are attending in person or watching online and the Audio, Visual and Livestream play a key part in that.

As a member of the Audio, Visual and Livestream Team:

- You will be responsible to **[Church Administrator's Name Here]**, the Church Administrator.
- You will be leading a team of **[Number of Helpers in the Audio, Visual and Livestream Team on a Sunday]**.
- The rota works on a 4-week basis, which allows for 1 week on, 3 weeks off. **[Adapt This to Fit Your Rota Schedule]**

Key Responsibilities:

Pre-service responsibilities:

- Arrive before the service at **[insert time here]** to help with band set-up and equipment checks of the audio, visual and livestream equipment.
- Liaise with the band and pastor regarding the technical requirements they have for the service and relay this back to the team.
- Ensure all audio, visual, presentation, and livestream systems are functioning correctly before the service begins.
- Confirm that presentation content has been loaded and checked.
- Ensure the livestream is operational and ready to start.

During the Service:

- Oversee the operation of audio, visual, presentation, and livestream systems.

- Coordinate team members and provide support where needed.
- Act as the primary point of contact for technical matters during the service.
- Monitor audio and visual quality and respond to any issues that arise.
- Assist with livestream broadcasts and recordings as required.
- Ensure volunteers are aware of any relevant information for their role (i.e. ensuring they are aware of any video consent responses for members of the congregation which may be important)
- Ensure volunteers are confident and supported in their assigned roles.

Post-service responsibilities:

- Oversee the safe pack-down and storage of equipment.
- Ensure recordings have been completed successfully and passed to the appropriate person for uploading or distribution.
- Record and report any equipment faults, maintenance requirements, or recurring technical issues to the Audio Visual Manager.

Please refer to the Volunteer Code of Conduct for more information about what we value in and expect of our volunteers.

How do I swap?

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Once you have made the swap please inform your team leader and don't forget to double check the dates with the person you swapped with so you know

when you are next serving! If you are unable to find someone to swap with please let the Church Administrator know.

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Audio, Visual, Livestream Manager

Thank you very much for being willing to give your time on a Sunday to help us serve and welcome our church family and visitors. Our aim is to ensure that everyone is able to engage with our Sunday services, whether they are attending in person or watching online and the Audio, Visual and Livestream play a key part in that.

As a member of the Audio, Visual and Livestream Team:

- You will be responsible to **[Church Administrator's Name Here]**, the Church Administrator.
- You will be overseeing the Audio and visual teams on a Sunday. There are **[insert number of teams in your rota]** with **[insert Number of Helpers in the Audio, Visual and Livestream Team on a Sunday]** .
- You will work closely with pastors, worship leaders, ministry leaders, and church staff to support the technical requirements of church services and events.

Key Responsibilities:

Support

- Support, encourage, and oversee members of the Audio, Visual and Livestream Team.
- Help coordinate the technical requirements for Sunday services and special events.
- Work with pastors, worship leaders, and ministry leaders to understand and implement technical requirements.
- Provide guidance and support to Team Leaders when technical issues arise.
- Act as a communication conduit with any issues, concerns or feedback between the Audio, Visual, Livestream team and Church Management.

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- Coordinate technical support for weddings, funerals, conferences, outreach events, and other church activities as required.

Equipment and Systems

- Oversee the operation and reliability of all audio, visual, presentation, recording, and livestream systems.
- Ensure equipment is maintained, tested, and stored appropriately.
- Coordinate troubleshooting and the resolution of technical issues.
- Maintain equipment inventories, documentation, and operating procedures.
- Identify equipment upgrades, replacement needs, and future technical requirements.

Administration

- Ensure sufficient volunteers are scheduled to serve at services and events.
- Assist with rota planning and volunteer coordination.
- Keep appropriate records of equipment, training, and team information.
- Report significant issues, maintenance requirements, and recommendations to church leadership.

Please refer to the Volunteer Code of Conduct for more information about what we value in and expect of our volunteers.

We know life can get busy and challenges arise. If for some reason, you are unable to serve or spend any time on this, please let the Church Administrator know on **[Insert Church Administrator Phone Number Here]** who will be able to sort alternative arrangements out for you.