

# APOSTOLIC CHRISTIAN CHURCH

Remington, IN

## Position Description for **Sound System & AC Central**

### **Position Purpose**

- To ensure that each service (church or special events that are church-related) is recorded and that attendees can hear clearly (may include special assistance for those hard of hearing.)

### **Term length**

- None

### **How Office is Filled**

- Volunteer with church vote of support. Someone who has an interest and an “ear” should fill this position.

### **Number of Persons Serving in Position**

- As many as suitable

### **Office Leadership or Supervision**

- The Sound System people will decide among themselves, with approval of the Minister Contact, to select a Sound System Head to serve for 3 years (can be renewed upon consent of Sound System Head and support of other Sound System people). Duties are listed below.

### **Major Duties**

- Monitor sound quality of speakers for all attendees to hear at each service
- Ensure that digital copies of all sermons are on AC Central.
- Assist as needed with sound system / microphones at funerals, weddings, baptisms, VBS, conference recordings, etc.
- Make copies of funeral service CD's and put on rack for family and guest immediately following funeral.
- Upload the funeral service to AC Central.

### **Sound System Head – Special Duties**

- Provide leadership, supervision, mentorship, training and planning for the other Sound System people.
- Be the primary contact for the rest of the church for all issues related to the sound system and AC Central.
- Schedule annual meeting in August with the Sound System people and Minister Contact to ensure everyone is on the same page and give all an opportunity to bring up issues that need to be addressed. The Sound System Head will develop the agendas and lead the meetings. Schedule other impromptu meetings as needed. All meetings will be documented with published minutes.
- Every three years, at the August meeting, the new Sound System Head will be voted on by the Sound System people to serve for the next three years.
- Develop a Sound System schedule with assignments for the year.
- Develop simple written checklists for the sound system and AC Central. These will be used to ensure that all duties are performed for each service and for training.

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- Work with the Minister Contact or Elder for arrangements on special occasions.
- Solicit feedback from the congregation on a regular basis to gather suggestions for continuous improvement and learn areas where the job is being done well. Share this feedback with the Sound System people.
- Development of new people with potential to serve with the sound system.
- Provide or designate “mentors” to less experienced people to help them learn how the system functions.
- May delegate to others when appropriate to ensure that all responsibilities are accomplished. The Sound System Head is accountable to the church for the performance of the group.
- Give update at annual meeting (if necessary) on any changes or new ideas.
- Keep the Sound System & AC Central position description current. Updates are requested at the time of the annual review process in August or whenever changes are made in the position. The responsibility includes developing agreement with the other Sound System people and any office holder who may be affected by the updates.

## **Sound System Head – Position Qualifications**

- Meets the qualifications for Sound System and AC Central.
- A visionary brother or sister who is interested in the role, fits the requirements and has an observable passion for serving and encouraging others.
- Has participative leadership skills with the capability to build teamwork to ensure that all responsibilities are carried out.
- Humility, flexibility and respect for the ideas and suggestions of others.
- Ability to communicate, organize & lead meetings and teach & mentor others.
- Must be a Sound System person for at least three years and have demonstrated the ability to effectively lead.

## **Communication with other Offices**

- SS teachers at programs / VBS
- Ushers for sound in foyer and for testimonies / baptisms.
- Elder / Ministers
- Minister Contact
- Secretary
- Ushers

## **Time Requirements**

- Attend sound board during services and 10-15 minutes afterward
- Special events may last from 1-4 hours

## **Sound System and AC Central – Position Qualifications**

- Be willing to give of your time.
- Computer and electronics knowledge is helpful.
- Must be able to hear the voice coming through the sound system well enough to “clean-up” ringing and other electronic nuances.
- Member in good standing. Member of the Remington church for one year.

**Minister Contact:** Bro. Alan Schambach