
Sound and Light Committee

Scope: Support the services of the church with sound and light equipment.

Purpose:

To support the worship services and activities of the church through the use of the sound and lighting equipment necessary for such services. To ensure that such equipment is acquired and maintained as appropriate for these activities. To conduct inventory and verification of operating condition of equipment for which the committee is responsible according to church policies.

Membership:

This committee is composed of six members nominated by the Nominating Committee and elected by the church for a three-year rotating term which begins in January annually. The Nominating Committee should try to nominate persons who demonstrate both interest and ability in the technical skills necessary to set up and operate the required equipment or who are fully committed to learning these skills. Ex-officio members of the committee are a Pastoral staff liaison assigned by the Lead Pastor and a Deacon liaison assigned by the Deacon chair.

Relationships:

The committee assists the church, within the realm of the committee purpose, in fulfilling the church's Mission: To proclaim the Gospel of Jesus Christ and to minister to the needs of our congregation, the community, and the world through the leadership of the Holy Spirit. This committee shall utilize the five Biblical Functions of Worship, Fellowship, Discipleship, Ministry, and Evangelism in meeting the committee's purpose and duties and in communicating, collaborating, coordinating, and cooperating with others. The committee routinely supports the Minister of Music and the Tape Ministry Committee. The committee frequently consults with the Lead Pastor. The Committee Chair serves as a member of the Church Council.

Duties:

1. Set up and operate sound recording, and lighting equipment as required for a service or other activity, including rehearsals as needed. Put away and secure equipment after each use.
2. Evaluate future equipment needs and submit an annual budget request designed to meet those needs. Oversee the specification, purchase, and installation of that equipment subsequent to proper approval for procurement.
3. Establish a schedule for personnel to cover scheduled services and activities.
4. Communicate with the Lead Pastor, Minister of Music, and other persons as necessary to ensure that appropriate equipment and personnel are available to meet the needs of a particular service or activity.
5. Select, at the committee's discretion, additional persons who are not currently serving on the Sound and Light Committee, to set up and/or operate the equipment as needed.
6. Record designated services and provide the master tape to the Tape Ministry Committee.

7. Provide technical support to the Tape Ministry Committee about equipment specifications, acquisitions, and operation of that equipment, as requested by the Tape Ministry Committee and/or the Church Staff.
8. Meet as often as needed to accomplish the committee's purpose.
9. Invite assigned Pastoral staff and Deacon liaisons to committee meetings and provide a copy of meeting minutes.
10. Provide a written report of deliberations, activities and recommendations to the Church Council when requested.