



## Volunteer Job Description

**JOB TITLE:** Media Operator

**REPORTS TO:** Worship Pastor/Technical Director

**TRAINING:** Provided (no prior experience required)  
This role is perfect for someone who has a keen eye for details and hates it when things are incorrect, visually “off” or “out of place”

**COMMITMENT:** One Sunday per month for approx. 3 hours; one year term.

**PURPOSE:** The purpose of this role is to join in Hillside’s mission to connect deeply, grow fully, and serve passionately by triggering visual aids (e.g., lyrics, images, etc.) to help people participate through singing and through engagement with biblical preaching.

### RESPONSIBILITIES:

- *Pre-service:*
  - Locate and import sermon notes from shared drive
  - Locate and import service order from Planning Center
  - Follow along with the musical rehearsal, making notes of specific arrangements; clarify with song leader on any areas of confusion or lyric changes
  - Import announcement slides and update pre- and post-service “loops”
  - Trigger pre-service announcement loop and countdown
- *During Service:*
  - Attentively monitor the service, triggering lyric slides in a manner that is easy to follow.
  - Follow the sermon notes carefully, integrating the preacher’s visual aids where requested.
- *After Service:*
  - Trigger post-service announcement loop

### All volunteers at Hillside are expected to:

- Be engaged in a growing relationship with Christ
- Support the mission and vision of Hillside Community Church
- Agree with the statement of Faith of Hillside Community Church
- Be regularly engaged in Sunday services
- Be a trustworthy and reliable member of their team, executing responsibilities in a professional and efficient manner and demonstrating the utmost Christian character and ethics.

*Volunteer*  
**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

*Ministry Leader*  
**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**For Ministry Leaders Use ONLY**

Volunteer Orientation Date: \_\_\_\_\_

Evaluation feedback date (3 months from start date): \_\_\_\_\_

Evaluation feedback date (once a year, every year): \_\_\_\_\_