Our Lady of Pentecost
Balwyn, Camberwell, Deepdene, Surrey Hills and Wattle Park

Ministry Role Description
Audiovisual (AV) Operator

Purpose:
The AV Operator operates the sound system and audio visuals used in the Mass and other liturgies.

Responsible to:
Parish Priest or Liturgy Coordinator

Role Description:
The role of the AV operator is to operate the sound system and audio-visuals used in the Mass and other liturgies.

Duties:
The AV Operator will:

- Arrive at least 15 minutes before the commencement of Mass, to prepare and ensure the church's sound and audio-visual equipment is present and working.
- After Mass, store sound and audio-visual equipment securely.
- Report any issues with sound and audio-visual equipment to the Sacristan or Parish Office.

Conditions:

- This is a volunteer role.
- Expected commitment is to be placed on a roster, usually two liturgies per month depending on availability of AV operators.
- AV operators are required to:
  - Hold a current Victorian Working with Children Check or Victorian Institute of Teaching (VIT) registration with the parish registered as a volunteer organisation. This check remains current for five years.
  - Read and sign the Safeguarding Code of Conduct. Once signed, it will remain current for three years.
  - Complete the Safeguarding Essentials online training module. Once completed, it will remain current for three years.

Duties may vary in each Church.

Training required:

- All volunteers must complete a safeguarding training module as required.
- Initial induction training prior to commencing in the role and other training as required.

Qualifications and experience:

- No prior experience is required as AV Operators are provided with training.
- Some familiarity with PowerPoint is desirable but not necessary.

Skills and attributes:

- Respects the cultural, gender and age diversity of the parish.
- Committed to the safety of children, young people and vulnerable people.
- Willing to work collaboratively as part of a team.
- Familiar with the Mass.
- Reliable and responsible.
- Willingness to participate in learning opportunities eg. induction, training and development.
- Able to confidently utilise relevant technology.
- Respects confidentiality and privacy.

Able to communicate effectively and respectfully with others.

Benefits to this position:

Those who commit to this ministry will have the privilege of serving the parish community and contributing to the smooth running of our liturgies.