

**Unitarian Universalist Church of Davis**  
**AUDIO/VIDEO TEAM CHARGE**

*Approved by the Board of Trustees on March 10, 2014*

**Purpose**

The Audio/Video (A/V) Team shall provide A/V assistance and oversight for worship services, special Church events, Celebration of Life services, and, if requested, renters of Church facilities. The A/V assistance depends upon timely requests and the availability of volunteers, paid staff of the church, or independent operators (freelance or provided by a business or other entity).

**Responsibilities**

- Consult with the Senior Minister and other worship leaders on the A/V aspects of worship services and with program leaders, event planners, and renters who have requested A/V services well in advance of each event.
- Assist the Congregational Administrator and Operations Co-Chairs in developing and maintaining guidelines for A/V services (including major differences between sound and lighting aspects and video operations) to be provided by the A/V Team to Church groups and to renters of Church facilities.
- Develop preferred vendors lists for freelance operators of A/V equipment or operators provided by a business or other entity and provide this information to the Congregational Administrator and Facilities Manager.
- Handle setup, operation, takedown, and securing of the Church's A/V equipment, including the coordination of the location of the pulpit, piano, and other furniture with individuals planning events.
- Recruit, train, and supervise A/V volunteers.
- Arrange for routine maintenance of Church A/V equipment.
- Develop preferred vendors lists for routine and emergency maintenance of the A/V equipment and provide this information to the Congregational Administrator and Facilities Manager.
- In collaboration with the Senior Minister, Operations Co-Chairs, and A/V consultants, determine the Church's ongoing A/V needs and identify the equipment best suited to meeting those needs.
- Approve purchase orders and reimbursement requests for budgeted expenses incurred by the A/V Team.
- Handle A/V Team scheduling (usually done by the Co-Administrators).

**Special Qualities or Skills Needed by Team Members**

- Experience with A/V equipment and computers (and related programs) a plus.
- Strong organizational and communication skills.
- Ability to collaborate with the Senior Minister and other worship leaders and with the Buildings Committee, Operations Co-Chairs, Church staff, and individuals representing renters of Church facilities.

**Number of Members Needed**

8.

**Terms of Office**

Co-Administrators: At will. Members: At will with the approval of A/V Team Co-Administrators.

**Membership Selection Process**

New members will be recruited by A/V Team members.