



# Grace United Methodist Church

Pequot Lakes, Minnesota

**Title:** Sound Technician

**Responsible to (Answers to):** Director of Music Ministries/Worship Leader, the Lead Pastor and Staff Parish Relations Committee

**Purpose:** Produce the best possible atmosphere for worship through sound reinforcement. This includes, but is not limited to, creating the best music mix possible, creating an audio mix that meets the mood the pastor/worship leader wants to convey, and supporting the audio needs of the people involved with the church service. Ultimately, glorify God through providing excellent audio services.

**Qualifications & Skills Required:**

1. A heart for worshiping God.
2. Able to work in a team setting and take directions.
3. Either has experience mixing audio successfully in a live environment OR are willing to attend training and work alongside a mentor.
4. Have good communication skills.
5. Ability to think quickly and react/trouble-shoot properly in high stress situations.
6. Willing to attend training sessions and read/watch other training material to improve existing skills.
7. Must also gain an understanding and working knowledge of the Grace UMC lighting system, as this will also be the responsibility of the sound technician.
8. Should also become involved in the live streaming process. This will not fall under the responsibilities of the sound technician per say but may in the future or when staffing/lack of staffing situations arise.

**Time Required:** Approximately 6 hours per week (1 ½ hours prior to the service starting through ½ to 1 hour after the service and one evening per week 1 ½ hrs (tbd), rehearsal). A regular week will be paid at \$100. Holy Week, includes Ash Wednesday, Maundy Thursday, Good Friday, and the potential for two services on Easter and will be paid as a double week. The week of Christmas/Christmas Eve will include at least one extra service and will be paid at \$150. There may also be special events such as a Christmas or Easter concert, or a summer Cantata. These will be paid extra at a flat rate of \$50 per event, per performance. If asked to attend rehearsals close to the event performances, these will be paid a flat rate of \$35.

**Tasks: Pre-service**

1. Set up Chancel area for musicians.
2. Perform proper line check.
3. Perform proper sound check; includes gain settings, monitor mixes, proper volume settings, and the eq/mixing process.
4. Check with worship leader and pastor for schedule and any schedule changes.
5. Check all wireless microphones for sufficient battery level.

**Tasks: During Service**

1. Responsible for adjusting sound levels during service as needed.
2. Responsible for following worship leader's direction and musician's direction during services. For example, boosting monitor levels.
3. Responsible for recording the service.
4. Responsible for following stage and schedule cues.
5. Responsible for providing a distraction-free service as it relates to audio production.

**Tasks: Post-service**

1. Return media to individuals? (Backing CD to soloist, DVD to visiting missionary, etc.)
2. Talk with the worship participants to find out if issues existed for them during service.
3. Note any broken/faulty equipment and report that to the Worship Leader and/or Pastor.
4. Clear Chancel area of equipment as needed.
5. Sanitize and store wireless microphones in sound room.

**Other Notes:**

Grace UMC has cutting edge digital AI recording and mixing equipment and capabilities. Most, but not all, is software driven. It will be the responsibility of the sound technician to ensure that all software updates to equipment are up to date.

Grace UMC will also, if not already, be live streaming all services. It will be expected of the sound technician to assist in helping the live streaming process. This may be nothing more than making sure our live stream is actually being broadcast live, as well as recorded for future playback. It may also include changing camera angles as needed. We would expect flexibility from the sound technician in this area and be a willing participant in our live streaming endeavors.