

MURRIETA SPRINGS SEVENTH-DAY ADVENTIST CHRISTIAN CHURCH

STANDARD OPERATING PROCEDURES FOR THE MULTIMEDIA DEPARTMENT

Mission Statement

Operators have the privilege of making sure that church services, in need of multimedia support, receive assistance from the congregation. Pursuant to this calling, any *current* member of the Murrieta Springs Seventh-day Adventist Christian Church - willing and able to fulfill the following duties - will be considered a volunteer operator for the Multimedia Department for any period of time that the congregant is operating church equipment.

Operator Duties and Expectations

Regarding *Sabbath School Services*, operators are expected to help set up the adult class that is currently meeting in the Fellowship Hall from 09:30 AM to 10:30 AM. The *Standard* setup for the Fellowship Hall includes:

- One (1) wireless lapel microphone; for the study leader.
- Any available microphone or music stands that may be required.

Regarding *Sabbath Worship Services*, operators are expected to prepare for the service during Sabbath School and remain in the Sanctuary in order to accommodate any needs* from the service participants. The *Standard* setup for the Sanctuary will include:

- Three (3) wireless hand-held vocal microphones with multi-stand; for general use.
- Three (3) passive stage monitors; for general use.
- One (1) wireless hand-held vocal microphone; for the elder-in-charge.
- One (1) cabled instrument microphone; for the piano.
- One (1) wireless lapel microphone; for the pastor or speaker.
- One (1) operator; optional *runner* operator, depending on needs and availability.
- Any available microphone or music stands that may be required.

*Sound-check will be available on a first-come, first-served basis until 10:30 AM.

Following the conclusion of the worship service, operators are expected to return all equipment to their appropriate storage locations.

Special Considerations

Training, or specific prior experience, is mandatory for access to all church equipment; regardless of any current or previous departmental affiliation.

Special requests for multimedia support must be submitted using the *Multimedia Department Request Form*. All other requests will be considered low priority.

Due to current hardware limitations, the posting of weekly sermon recordings varies. Similarly, any copies of sermons requested on CD take at least one week to be generated.

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Revision History

Effective Date	Section(s) Impacted	Description of Changes
31 March 2016	Throughout	New Document; approved by the church board.
04 April 2016	Footer	Added multimedia department contact information.
	Attachment 1	Appended departmental request form.

Murrieta Springs Seventh-day Adventist Christian Church

SOP Attachment 1 – Multimedia Department Request Form

Name:

Event Date:

Today's Date:

- I. Do you require use of one or more sound systems? Yes / No
1. Which one(s)? Fellowship Hall / Sanctuary
 2. What time? _____ : _____ AM/PM - _____ : _____ AM/PM
 3. Will you require an operator? Yes / No
 4. Will you be using any instruments? Yes / No
 5. How many dedicated vocal microphones are required? _____
 6. Will you be using recorded audio? Yes / No
 - a. If yes, what format (i.e. USB/CD/Media Device)? _____
 7. Will you require audio monitors? Yes / No
 8. Will you require a sound-check before the event? Yes / No
 9. Comments:

- II. Do you require use of other equipment? Yes / No
1. Will you require a computer? Yes / No
 - a. If yes, for what purpose? _____
 2. Will you require video capability? Yes / No
 - a. If yes, what kind? Projection Screen / Video Projector / DVD Player
 3. Comments:

III. Preferred Method of Contact and Contact Information: