**International Pentecostal Assembly INC**.

Technical Art & Media Ministry Standards and Guidelines

**Purpose:**

The purpose of the Technical Art & Media Ministry here at IPA Church is to carry the Gospel of Jesus Christ to our visually-driven, ever-changing world through the use of technology and media, and to equip other ministries of the church to use digital and electronic media as a worship and outreach tool.

This ministry not only provides the technical support required for our worship services, but also records various events, teachings and sermons, which are streamed live and made available on YouTube or other means.

The areas of the Media Ministry Team include the audio ministry, the lighting ministry, the video production ministry, the computer and graphics (CG) ministry and social media ministry.

We are drawn together because God has created us to serve others through our interest, gifts and understanding of technical abilities and live television production. This is a "behind the scenes" ministry that is vital to the proper operation of services, which gets noticed only when something goes wrong or disrupted. Because of that, having a servant's heart is one of most important keys to being successful in this ministry. Technical knowledge can easily be taught, but a working model of the willing heart is the result of your yielding to God's desire for you to serve the needs of others. A heart for hard work and dedication is also required. Know that any work you do whole heartedly for God is seen by God and rewarded by him.

You are important! Not only is your service in the technical ministries a tremendous blessing to those on the worship team, but you are a vital link to the success of each and every worship service at IPA. We cannot pull off this complex of a service without you. Remember that we ALL are a team. A team requires each person to do their part, but it also requires us to all work together to get all the work done and help each other!

**Vision:**

To pursue God's best through technical excellence in everything we do. Strive to honor Him through a "whatever it takes" work ethic. (I Cor. 9:24-27)

Recognize that God isn't looking for perfection, but excellence. Realize that we can minister to Him and others through a mutual desire to seek God's best.

Find ways to build and lift up your fellow team members. Bind intimidation (2 Tim 1:6-7). Find ways that you can minister to them and stir up their God-given talents. Think twice before you speak. Be available. Don't overemphasize skill, but rather total dependence on the Lord.

To provide services that will not distract others from worshipping properly.

Focus on the reality that what we do is not about ourselves, a TV show, a Pastor, or even a Church; but much more importantly, our ministry is about reaching the lost and building the Kingdom of Christ Jesus in our community. Our craft is simply a vessel to carry the Word of God to those who may not enter a Church or otherwise would not be exposed to the opportunity to know Jesus.

That we would continue to build and strengthen a ministry of people who care for and pray for one another. That we would go out of our way to spend time getting to know one another. That we would actually follow through with our promise of "I'll pray for you." That we wouldn't be afraid to be vulnerable in expressing our prayer needs in confidence. That we would help each other grow in an understanding that our significance on this planet is found only in God, not in ourselves.

**Fundamental Guidelines:**

1. One must be a Christian witness having the character of Christ; diligent and disciplined in the study of the word and the studying/training for Audio-Video and other technical skills: dependable and must show respect for leadership and authority: one must surround themselves with Christian fellowship, and must have Christ-like social behavior and a cooperative spirit.
2. Along with being a born again believer; one must be a worshiper. Romans 12:1
3. Must have a personal devotional life of prayer, praise, worship, and the studying of the word.
4. Must have consistently attended IPA Church for at least three months and obtain membership prior to having joined the media ministry.
5. Please be on time for all services, rehearsals, and special events. When you are late it causes everyone to have to stay later.
6. Please be courteous enough to call if you are going to be absent or late for a service or practice. By doing so, fill-in arrangements can be made.
7. Attend weekly rehearsal for the week you are serving.
8. Should you run into difficulty in trying to get to rehearsal or to service on time (work, traffic, etc.) please contact the Media Coordinator/Media Director.
9. After rehearsal & service please turn off equipment that you are operating (Computers, Sound board, Amps, Projector).
10. During worship. Please watch the worship leader at all times. Flow is a must.
11. If you did not take Lord’s Supper…please do not be involved in this ministry until you take Lord’s Supper again or have reconciled with God. This is between the individual and God, nobody is keeping track.

**Team Structure:**

\*The above flowchart just represent how the team is structured. The positions are not in any order or rankings.

**Duties and Responsibilities:**

***Worship and Media Director***

* Oversee all tech and media teams and maintenance-inventory of all musical equipment.
* Management of Easy Worship, Planning Center and other presentation software, graphics and lyrics database.
* Coordinate facility scheduling and management of church database.
* Responsible for service management and logistics.
* Serve as the primary church contact for communication and other technical needs.
* Oversee website, social media, bulletins, weekly e-mail, and other media.
* Responsible for coordination of all internal and external communications.
* Work as the bridge connecting worship ministry and media ministry.
* Will attend board meetings on a consistent basis.
* Other duties as assigned

***Media Coordinator***

* Assist worship and media director in all areas at his/her request or absence.
* Oversee various department within media ministry.
* In charge of scheduling volunteers for weekly meetings and special events.
* Responsible for assigning tasks to team members.
* Act as media director in their absence.
* Have a clear understanding about the fundamentals of sound reinforcement and engineering, fundamentals or video system, presentation system, our installation, operations, troubleshooting etc.
* Train new volunteers.
* Responsible for coordination of all team members according to the service checklist provided.
* Responsible for recording and reporting all equipment/system failures to director.
* Other duties as assigned

***Sound Team Lead***

* Have a clear understanding about the fundamentals of sound reinforcement and engineering, our installation, operations, troubleshooting etc.
* Be able to take care of the sound system equipment - proper storage & cleaning.
* Have efficient communication between worship leader regarding the set.
* Responsible for finding volunteers for each positions comes under sound ministry.
* Responsible for recording and reporting all equipment/system failures to media coordinator.

***+Sound Operators***

* Responsible for running sound for assigned events.
* Have a clear understanding about the fundamentals of sound reinforcement and engineering, our installation, operations, troubleshooting etc.
* Be able to take care of the sound system equipment - proper storage & cleaning.
* Must be present at all rehearsals and events when assigned (in case of emergency make arrangement with media coordinator)
* Have efficient communication between worship leader regarding the set.
* Responsible for recording and reporting all equipment/system failures to Sound team lead.

***+Stage Hands***

* Responsible for helping the sound operator when assigned.
* Have a clear understanding about fundamentals of audio signal chain, types or connectors, our installation, troubleshooting etc.
* Responsible for setting up the stage before events.
* When assigned be available at all time to help sound operator and stage arrangement and show time troubleshooting.
* Responsible for recording and reporting all equipment/system failures to sound operator.

***+Inventory Manager***

* Responsible for all inventory management
* Responsible for recording and reporting all equipment/system failures to sound team lead.

***Visual Team Lead***

* Oversee all pre, live and post visual production .
* Understanding fundamentals of videography/cinematography, our installation, troubleshooting etc.
* Understanding operation of Blackmagic switchers and other camera operations.
* Have a clear understanding of OBS, YouTube and FB streaming services.
* Responsible for finding volunteers for each positions comes under visual ministry.
* Responsible for scheduled maintenance of all equipment/systems related to visual ministry.
* Responsible for recording and reporting all equipment/system failures to mead coordinator.

***+Show Producer***

* Oversee all video production when assigned.
* Understanding fundamentals of videography/cinematography, our installation, troubleshooting etc.
* Understanding operation of Blackmagic switchers and other camera operations.
* Responsible for controlling video switchers, set-up, initiate and conclude livestreaming.
* Responsible for directing worship team on their placement on stage and making sure stage is presentable to in-room and live audience.
* Have efficient communication between display operator, worship leader and Pastor regarding the set and service order.
* Must be present at all rehearsals and events when assigned (in case of emergency make arrangement with media coordinator)
* Responsible for recording and reporting all equipment/system failures to visual team lead.

***+Camera Operators***

* Operate cameras and follow instructions from show producer.
* Assist show producer.
* Must be present for all rehearsals and events when assigned (in case of emergency make arrangement with media coordinator)
* Responsible for recording and reporting all equipment/system failures to video team lead.

***+Online Producer***

* Responsible for scheduling and post production of live streaming and online video posting and archive.
* Mange services like YouTube, FB Live etc.

***+Creative Director***

* Responsible for coordinating all promotional videos and creative video projects

***Computer & Graphics Team Lead***

* Understanding basic computing, Easy Worship 6 UI and operations.
* Manage display items including lyrics, background, sermon notes and associated scriptures, announcement etc.
* Mange printing service and providing hardcopy lyrics for worship team at their request.
* Responsible for creating the weekly bulletins for Sunday services.
* Have efficient communication between worship leader and Pastor regarding the set and service order respectively.
* Responsible for finding volunteers for each positions comes under computer and graphics ministry.
* Responsible for recording and reporting all equipment/system failures to media coordinator.

***+Display Operator (CG, DO)***

* Understanding basic computing, Easy Worship 6 UI and operations.
* Must be present at all rehearsals and events when assigned (in case of emergency make arrangement with media coordinator).
* Assist printing service and providing hardcopy lyrics for worship team at their request.
* Be able to handle any last minute changes in presentations.
* Have efficient communication between worship leader and Pastor regarding the set and service order respectively.
* Responsible for recording and reporting all equipment/system failures to computer & graphics team lead.

***+Graphic Designer***

* Responsible for designing visual contents for social media, fliers etc.

***+Bulletin Manager***

* Responsible for creating the weekly bulletins for Sunday services.
* Stay connected with administrative director/assistant administrative director for all events updates and announcements.
* Work with church leaderships, lead pastor, and youth leadership for the content of bulletin.

***+Bible App Manger***

* Responsible for creating sermon notes in YouVersion Bible application.
* Work with lead pastor on sermon note content.
* Work with display operator for consistency in Bible app and display.

***Social Media Team Lead***

* Responsible for finding volunteers for each positions comes under social media ministry.
* Stay connected with media director and media coordinator for all events updates and announcements.
* Work with church leaderships, lead pastor, youth leadership and media director on the email contents.
* Manage Mailchimp account and members email directory.

***+Web Designer/Admins***

* Responsible for managing [WWW.IPAOK.ORG](http://WWW.IPAOK.ORG)
* Website must be updated on a weekly basis.
* Work with church leaderships, lead pastor, youth leadership and media director on the website contents.
* Work with Worship and Media director on all content updates.

***+Weekly e-mail sender***

* Responsible for sending weekly e-mails to all members.
* Stay connected with administrative director/assistant administrative director for all events updates and announcements.
* Work with church leaderships, lead pastor, youth leadership and media director on the email contents.
* Run all major updates and emails through media director and get approved before posting.
* Co-Manage Mailchimp account and members email directory.

***+Facebook Rep***

* Manage official IPAOK Facebook page and closed group.
* Run all major updates and posts through media director and get approved before posting.

***+Instagram Rep***

* Manage official IPAOK Instagram page.
* Run all major updates and posts through media director and get approved before posting.

IMPORTANT: ***Sound Operators*** *and* ***Display Operators*** are to show up to rehearsals and actual events at the same time as worship teams are scheduled to be present.

***Video Producer*** *and* ***Camera Operators*** are to show up to events and same day rehearsals no later than 30 mins after the worship team is scheduled to be present. (Notify media coordinator in case of emergency). All assigned tech team members are responsible for the breakdown of any temporary setups, and powering down and proper shut down of all electronic equipment. You must confirm with media coordinator before leaving the church.

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®2019. V19.1