**Role Outline**

**Role title: Screen Operator**

In Methodist Church

This role plays an important role in enabling worship on Sunday mornings and is a service to the congregation. The role does not require the volunteer to attend church council meetings.

*Part 1*

**The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with the Safeguarding Officer or the Minister\*.**

*The following tasks will be undertaken as part of the role outlined above.*

* To attend and receive on-site training in the use of the screen, projector, laptop, TV screen and displaying SongPro files for Sunday worship.
* To arrive at church half an hour before Sunday morning service to set up the laptop, projector and TV screen when you are on duty.
* To ensure that all elements of the service that are required to be seen on screen are displayed in the correct order, so there is a natural and timely flow of visual input to the service.
* Where appropriate, to show videos or PowerPoint presentations that are preloaded into SongPro, or to show them separately if they have not been loaded into SongPro. You will be notified by the SongPro Volunteer if such items are to be shown separately, giving time for you to refresh your learning before the service.
* To produce or ensure that 8 large print copies of the hymns/songs/responses are made available for visually impaired church members.
* To share pastoral concerns with the minister\* and/or leader/s.
* To notify safeguarding issues to the Safeguarding Officer or Minister\*.

*Part 2*

This role will be accountable to Methodist Church Council

This role does not require a DBS check.

*\*Minister means Presbyter, Deacon, Probationer or whoever has pastoral care of the church.*

*Part 3*

Instructions for the operation of the laptop, screen, projector and TV monitor are available in church, given during your induction and training, and can be photocopied for home use to refresh your learning.

Signed by (role holder) ……………………………………(print name)…………………………………..Date……………….

Witnessed by ………..……………………………………….(print name)…………………………………..Date ……………..