**Role Outline**

**Role title: Song Pro Volunteer**

In Methodist Church

The Song Pro Volunteer plays a significant role in preparing the church for worship and enabling the congregation to participate. The Song Pro Volunteer is not required to attend church council meetings but may find it helpful to attend Worship Consultation 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 Song Pro software.
* To receive information from the Worship Leader, Preacher, or Steward, about the content of Sunday worship.
* When you are on duty, to ensure that all elements of the service that are required to be seen on screen are entered in to the Song Pro software in the correct order for worship so that there is a fluid display of visual input to the service.
* To provide an order of service for the screen operator.  When the services are complex, and the screen operator will require more information, a detailed running order with notes will be necessary.
* Where appropriate, to include videos or PowerPoint presentations in Song Pro. Including a video in Song Pro is likely to include downloading the video and converting it to a suitable file type that will work on the church laptop, or for PowerPoint presentations creating a PowerPoint for the preacher.
* To produce or ensure that 4 large print copies of the hymns/songs/responses are produced 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 ……………..