**Role Outline**

**Role title: Sound 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 sound system to enable amplification of speaker(s)/singer(s) etc, the playing of CD’s and/or tapes and the recording of services when requested.
* To arrive at church in good time before Sunday worship to set up the sound system and ensure any microphones required are working.
* To provide wireless/lapel microphones to leader(s) of worship and show them how to operate them if needed.
* To ensure relevant sound is supplied when needed throughout the service including amplification of microphone(s) and playing back any CD’s or tapes, making certain that microphones are turned down when not required. This may also involve the playing of hymns through CD’s if there is no organist/pianist available.
* To ensure that the switch is in the correct position for the hearing loop to be operating correctly.
* To record any services onto CD as requested.
* To collect microphones after use, ensure they are switched off and return to the vestry and to switch off the sound system after use.
* To report any problems to the Management Committee Secretary.
* 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.*

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

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