



Philosophy of Ministry

Media Ministry

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Table of Contents

Mission Statement	3
Commitment & Expectations	3
Media Ministry Roles	3
Audio-Video Capturing (AV Team)	3
General Responsibilities	3
Communication	4
Scheduling	4
Replacements	4
Backups	4
Training	4
Conduct & Presentation	4
Dress Code	5
Approach to Responsibilities	5
Errors, Issues, and Last Minute Changes	5
A Note on Leadership	5

Mission Statement

The flock of Master's Bible Church (MBC) is to worship God in Spirit and in truth (John 4:24). We all must call on Him, yet how will we call on Him in Whom we have not believed? How will we all believe in Him Whom we have not heard? And how will we hear without a preacher? (Romans 10:14). God has gifted our body with competent, talented leaders who have a heart for His Word and His people. Therefore, the mission of the Media Ministry (MM) is to bring glory to God by capturing the worship services, along with other events or occasions, and making them available first to the MBC body and second to the world, so that God's people can be edified, the local community may hear sound doctrine, and the world beyond may hear the Gospel message. Our aim in this mission is to provide visuals and amplification for the live audience, professional live-streaming for event coverage, and high-quality recordings for wider distribution. We seek to carry out this task with the least possible public presence and no disruptions, for the benefit of the audience.

Commitment & Expectations

Members of the MM should, to the fullest extent of their ability, ensure the smooth operation of the various services at Master's Bible Church, and nurture the mutual support, guidance, assistance, and growth of fellow brothers and sisters through and within this ministry, whenever and wherever possible. It is expected that each member strives to be timely, dependable, and ready to serve at a moment's notice, as this reflects the heart of servitude and the culture of excellence every Christian ought to employ in their lives. Members of this ministry will be scheduled well in advance of each service and on a rotating basis. Media Ministry members are expected to:

- Be active, faithful members in good standing of MBC
- Be on time and available during their scheduled times of service
- Serve reliably, joyfully, and competently, demonstrating Christ's love for His body
- Treat every error, issue, and challenge as an opportunity to learn, grow, and give greater glory to God as they grow in skill and service.
- Communicate with the leaders if there are any scheduling conflicts long beforehand, and are responsible for finding replacements if they do not

If at any time a Media Team member does not meet the above qualifications, a MM leader will contact them regarding the specifics of the issue. This is not intended to be punitive, but to aid each member, out love, in fulfilling their pre-existing, God-given duties (to family, to their own hearts) before accepting additional responsibility.

Media Ministry Roles

Audio-Video Capturing (AV Team)

While each role listed below will have a specific member assigned to it for each service, all members should remember that Christ's body functions in unity and the individual members are here to serve one another (Ephesians 5:21; John 17:22). Any MM member may request the assistance of any other MM member at any time during the service. Please prefer this method to requesting help from a MM leader, except when a leader's assistance is required.

- Audio Lead: *Directly manages all audio-related concerns for the service*
- Video Lead: *Directly manages all video- and streaming-related concerns for the service*
- Backup: *Supports both Lead roles and/or fills in for them should the need arise*
- Post Production: *For Lord's Day 1200 Service Only; Processes and posts the sermon recording from the service*
- Fellowship Hall Setup/Tear down: *Lord's Day 1200 Service Only; Prepares Fellowship Hall for 1445 Service (if applicable)*

General Responsibilities

For each service, the following general outline of responsibilities may be expected:

1. Arrive early for prayer with the rest of the scheduled team
2. Consult with other involved ministries for the service
3. Setup & test all equipment necessary

4. Promptly and efficiently manage the live delivery of the service
5. (As Needed) Debrief
6. Tear down, power off, and lock up booth

ALL MEMBERS: Please refer to the corresponding handbook for the specific responsibilities and expectations of each role in each service.

As a general rule for any MM equipment or supplies, if a member sets up equipment, that member must ensure the equipment returns to its place in the same state it was found.

Communication

Communication in this ministry, both between members and between members and their leaders, is of utmost importance for the reliable and smooth operation of the ministry. Our God is a God of order and precision; we as His children ought to model our service in that same manner. The following sections outline exactly how members of the Media Team are to cultivate this virtue in the context of this ministry.

Scheduling

Scheduling for all regular services will be handled through the *Church Center Services* app. Emails notifying members of service scheduling requests will be sent at least a full week prior to the service date. Service requests for special opportunities and those with a service date less than a week away will be handled separately from the Services app and communicated to the involved members in whatever manner is most expedient.

Replacements

Media Ministry members should always treat their assignments as vitally important to the edification and service of the church. This sober-minded approach should extend to the course of action taken in the case of a MM member's unexpected inability to fulfill their duties. In such a case, it is the member's responsibility to find another member to serve in their stead. They are to arrange a replacement, then inform the scheduling leader of the change. *If you are unable to find a replacement, you are responsible for serving.* Only in an emergency should you contact the scheduling leader.

Backups

Though the term 'backup' may sound unimportant, in the case of our service to Christ and His Church, it is an essential role. Whenever a member is scheduled for a backup role, they ought to treat that assignment with the same diligence and faithfulness as if it were a lead position.

"He who is faithful in little will also be faithful in much." — Luke 16:10

Members scheduled as backup should be present and ready to serve, just as if they were scheduled to serve in the booth that day.

Training

The Media Ministry will conduct training to ensure the Media Team is up to date on the current operational approach. These trainings will be advertised well in advance via messages and events in the "A/V Team" group on Church Center. Unless otherwise indicated, each member's RSVP and their presence at the training are *required*. In the event that a member is either unable to attend the training or does not respond, a MM leader will contact them directly.

Conduct & Presentation

At all times during their service to Christ's Church, MM members are expected to maintain a focused, diligent, and communicative posture with everyone around them, specifically with those members of other ministries who are responsible for other portions of the service (Pastor-Teacher, Music Lead & Team, Host, etc.).

Dress Code

All MM members are to dress neatly and modestly. At a minimum, AV Team members must be wearing a collared shirt and nice pants or jeans when scheduled.

Approach to Responsibilities

The goal of the AV team members, and the MM leaders, is that each servant would learn, know, and understand the goals of the position in which they serve. Each team member should then understand how to operate the necessary equipment, so that they will understand how to accomplish their task, as well as how to adapt to unexpected issues, as opposed only to mimicking standard operation. This approach will properly prepare every AV team member for the inevitable troubleshooting issues and on-the-fly adjustments that are natural to this portion of the MM.

Errors, Issues, and Last Minute Changes

As part of demonstrating a humble, patient spirit, MM members are to maintain this attitude in the event of any trouble while performing their assigned service roles. To the best of the MM leaders' abilities, there will not be any last-minute changes. However, Christ's body is comprised of imperfect sinners, and such course changes will inevitably present themselves. MM members are expected to maintain poise and operate their station with calm confidence, giving the glory and honor to God for the outcome.

In the event of an error, mid-service issue, or unforeseen problem, AV Team members are expected to exercise discernment in assessing the issue's severity and respond appropriately. Recall that Christ has placed us in communion and fellowship with one another so that we might carry each other's burdens. That truth holds firm here in this ministry as much as anywhere else. Work together to identify and rectify the issue with all possible expediency. If the scheduled members and/or other members are unable to solve the issue, involve a MM leader as soon as necessary. Use discernment: the goal in every situation ought to be to grow and learn. The MM leaders will not intervene unless specifically requested to do so or in the case of a publicly obvious issue.

Directly after the service, regardless of the issue's severity, take time to go over exactly what went wrong and how it was resolved. Take this time to recap the scenario so that (1) all members may better learn from the errors, and (2) any lingering questions may be answered. If a MM leader was involved in the solution, all involved MM members should expect an *Incident Debrief* evaluation.

A Note on Leadership

As fellow brothers in Christ and members of the MM, our goal as leaders is to assist all members of this ministry in their growth in service to Christ. To that end, please always bear in mind that our positions in leadership of this ministry arise out of those gifts which God has entrusted to us, and not out of anything inherent in any one of us. As leaders, we are here to serve the members and to facilitate their service. At any time, any member of this ministry may come forward with any concern, question, suggestion, correction, or other request, and a leader will happily make space to meet and discuss it.