



# ProPresenter Operator (Volunteer Role)

## Purpose:

The ProPresenter Operator contributes to the Way Church cultural pillar of Beauty by helping to cultivate environments of welcome and wonder. This position is critical in ensuring the Excellence of the Sunday gathering, embodying the belief that Jesus deserves our very best, through the seamless execution of all media elements. This volunteer contributes to the weekly gathering timeline and must adhere to the production schedule.

## Primary Responsibilities

### 1. Setup & Load-In (Tech)

- a. Be present for the Setup / Load-In window, which runs from 7:30 a.m. – 8:00 a.m.
- b. Assist in setting up the tech elements required for the service.

### 2. Rehearsal & Media Adjustments

- a. Participate fully in the Worship & Tech Rehearsal from 8:00 a.m. – 8:45 a.m.
- b. Run through the full order of service, including songs and transitions.
- c. Work with the Worship & Production team to execute and confirm media adjustments and lighting cues.

### 3. Sunday Service Execution (10:00 a.m. – 11:00 a.m.)

- a. Operate all media slides, graphics, and video elements for the Main Service.
- b. Ensure the visibility of the Giving Moment instructions, including the text number shown on the screen.
- c. Display scripture and text for the Communion moment.
- d. Project visuals supporting the weekly Pillar Highlight (Beauty, Relational, Compassion, Identity, Excellence).
- e. Display information and slides for the Way Track call-to-action (connection, purpose, mobilization).

### 4. Tear-Down & Load-Out

- a. Participate in the Tear-Down / Load-Out phase from 11:00 a.m. – 12:00 p.m.
- b. Assist in packing gear and resetting the facility.

### 5. Scheduling & PCO Requirements

- a. Confirm scheduling invites within Planning Center Online (PCO) by Thursday prior to Sunday service.
- b. Accept or reject the invitation; the "Yellow/Tentative" status is Not Acceptable.
- c. Review the PCO plan details, which include the Exact arrival time (7:30 a.m.), Exact location, and Order of Service.
- d. Be prepared for being scheduled 4 weeks at a time, with plans finalized by the 15th of the previous month.

## Required Attitudes and Heart Posture

**Excellence:** Commit to the pillar of Excellence, ensuring the technical output reflects that Jesus deserves our very best.

**Beauty:** Contribute to the atmosphere of welcome and wonder that the Production team helps cultivate.

**Relational Focus:** Though this is a technical role, uphold the principle that we choose personal over impersonal.

Shepherding: Recognize that participation in a serve team is part of community life and rhythms of formation. Understand that leadership views service as discipleship and requires a commitment to the volunteer's health.

Unity: Commit to honoring the leadership of the church and protecting unity by refusing gossip and triangulation