



ProPresenter Operator (Volunteer Role)

Purpose:

The ProPresenter Operator exists to remove distraction and create clarity in the gathering by ensuring every visual element is delivered with precision and intentional timing. Through faithful, behind-the-scenes execution, this role helps people stay engaged with worship, scripture, and teaching – by supporting an environment where nothing on the screen pull attention away from what God is doing in the room.

This role contributes to Way Church’s cultural pillar of Excellence by making the service feel seamless, focused, and distraction free, allowing the message of Jesus to be seen, understood, and received clearly.

Role Overview:

The ProPresenter Operator is responsible for executing all on-screen media during the Sunday gathering with precision, timing, and awareness. This role ensures that lyrics, scripture, teaching slides, and other media elements are displayed seamlessly in alignment with the live flow of the service.

Primary Responsibilities

1. Rehearsal & Media Adjustments

- a. Arrive at 7:45 a.m.
- b. Participate fully in the Worship Rehearsal from 8:00 a.m. – 8:45 a.m.
- c. Run through the full order of service, including songs and transitions.
- d. Work with the Worship & Production team to execute and confirm media adjustments.
- e. **During Rehearsal:**
 - i. Execute all slides, lyrics, and media in real time.
 - ii. Follow the full order of service from start to finish.
 - iii. Confirm accuracy of:
 1. Song lyrics
 2. Scripture slides
 3. Teaching slides
 - iv. Identify and communicate any issues:
 1. Incorrect slides
 2. Formatting errors
 3. Missing or mistimed media
 - v. Align with:
 1. Worship Director
 2. Production Lead

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

- a. Operate ProPresenter for the entire service with precision and focus.
 - b. Execute all visual elements in alignment with live service flow.
 - c. Execution Includes:
 - i. Advancing lyrics in sync with worship.
 - ii. Advancing sermon slides in sync with the speaker.
 - iii. Triggering videos and media at the correct time.
 - d. Awareness & Anticipation
 - i. Stay one step ahead of the moment.
 - ii. Follow the order of service.
3. **Scheduling & PCO Requirements**
- a. Accept or decline scheduling requests in PCO by the Thursday prior to the Sunday scheduled.
 - i. *“Tentative”* is not acceptable, accept or reject the invitation.
 - ii. Review service plan in advance:
 1. Order of service
 2. Worship songs
 3. Notes or special instructions
 - iii. Arrive prepared – not learning the flow of service for the first time on Sunday

Required Attitudes and Heart Posture

- **Excellence:** Commit to the pillar of Excellence, ensuring the technical output reflects that Jesus deserves our very best.
 - Come prepared and ready to serve our people each week
 - Give attention to detail in every moment of the service
 - Seek to improve and grow over time
- **Beauty:** Contribute to the atmosphere of welcome and wonder that the production team helps cultivate. What we do visually helps shape how people experience the presence of God.
 - Help create a distraction free environment for the congregation.
 - Execute media elements smoothly and with consistency.
 - Support the overall atmosphere of welcome and wonder.
- **Relational Focus:** Though this is a technical role, uphold the principle that we choose personal over impersonal, we value people above process in every environment.
 - Engage with the team in a relational and honoring way.
 - Communicate clearly and respectfully.
 - Be approachable, teachable, and supportive.
- **Shepherding:** Recognize that the participation to serve on a ministry team is part of community life and rhythms of formation. We are not just running production; we are being formed as disciples.
 - Approach this role with humility and a servant’s heart.
 - Be open to guidance, feedback, and growth.
 - Care about the health and unity of you and your team.
- **Unity:** Commit to protecting the unity of the church and the team. Unity is protected by how we speak, respond and carry ourselves.
 - Honor leadership and direction.
 - Refuse gossip, negativity, or division.
 - Address concerns directly and with maturity.