



# Audio Engineer (Volunteer Role)

## Purpose:

The Audio Engineer upholds the Way Church cultural pillar of Beauty by helping to cultivate environments of welcome and wonder through excellent sound quality. This role is critical in achieving the Excellence of the Sunday gathering, embodying the belief that Jesus deserves our very best. This volunteer contributes to the weekly gathering timeline and is responsible for the professional and consistent audio execution of the service.

## 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 stage and tech elements, including the mixing console and sound system, required for the service.

### 2. Rehearsal & Sound Check

- a. Participate fully in the Worship & Tech Rehearsal from 8:00 a.m. – 8:45 a.m.
- b. Execute sound checks and finalize mixing adjustments for all vocalists, musicians, and speaking elements.
- c. Run through the full order of service, ensuring transitions are clean.

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

- a. Operate the audio console during the Main Service.
- b. Ensure clear and balanced sound for all elements, including worship, message, and announcements.
- c. Provide distinct audio support for the Giving Moment.
- d. Ensure clarity for the delivery of the weekly Pillar Highlight (Beauty, Relational, Compassion, Identity, Excellence).
- e. Ensure clear sound for scripture and text read during the Communion moment.
- f. Support the audio elements 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 must 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: Uphold the principle that we choose personal over impersonal in all team interactions.

Shepherding: Recognize that participation in a serve team is part of community life and rhythms of formation, understanding that leadership views service as discipleship.

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