

# VALUE

Here is a list of my thoughts regarding the sound team. They are not in any order of perceived importance.

- What value does the church place on the sound team?
  - What value does the pastor place on the sound team?
  - What value do the sound team members place on what they do?
  - What value does the church place on the CD recordings?
  - What value do you perceive the recipient places on the CD?
  - What does the church feel is the archival value of recordings (both video and audio)?
  - What is the purpose for the recordings?
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1. If you have a particular track(s) from a CD that you need played during the service, get the CD to the sound team no later than the day BEFORE the Sunday service. If that's not possible, ATLEAST contact the sound team leader 24 hours PRIOR to the Sunday service so he will be expecting and planning for it.
  2. If there is going to be an "audio presentation" or special announcement that should be on the CD (Juneteenth for example), the pastor should let the sound team leader know this will take place before the service begins.
  3. Batteries in the pastor's wireless should ALWAYS be completely full. 2 of 3 bars simply is not good enough (based on value of the recording). \*\*I would recommend fresh batteries be put in the pastor's wireless each week regardless.
  4. The choir should communicate with the sound team during the week to inform them of the requirements necessary for the music that will be played on Sunday (especially if Avery is going to be doing a solo, for example).
  5. There should be a monthly sound team meeting.
  6. Unless it is of an urgent nature, please do not talk with the soundboard person during the service.
  7. Special events (weddings, funerals, community events, etc.) where the sound team is requested, should be funded.
  8. If the sound team is needed for a special event, a written request should be submitted detailing the specific needs.
  9. Sound team should offer "formalized" training for new sound team members.
  10. Sound booth area should be restricted.

11. If someone leaves their CD or tape from a presentation in the sound booth, you will be able to pick it up from the church office.
12. At the beginning of the service, when the pastor turns on the microphone, he should allow 10 seconds for the recorder to be turned on before beginning.
13. What is to be recorded weekly should be standardized and written down.
14. Team member working the 745 service soundboard should arrive atleast 30 minutes prior to beginning of service.
15. Team member should confirm their working **each week** on the Saturday prior to Sunday service with the team leader.
16. Whoever works the soundboard for the 745 service should leave it completely set up for the person who will be recording the 1045 service (master CD already labeled and ready for recording, and 6 CDs for copies should already be in the CD copier.
17. Please make “special copy” requests in writing and allow 7 days.
18. Sound team should create an “operations manual:
  - a. What is to be recorded weekly
  - b. How to make copies
  - c. How to turn the system on and off
  - d. What needs to be set up and checked before the service starts
19. Soundboard security should be addressed.
20. There should be 2 people working the sound for each service.
21. Create some type of methodology for archival of recordings.
22. Identify the commitment level each current sound team member has to this effort, and how they feel it can be improved.
23. Create a written monthly schedule of soundboard manning.
24. Make sure that all the sound team members know each other and know how to contact each other.
25. The sound equipment should be serviced/tuned up on a regular, documented basis.

Broderick, I hope this will serve as a good starting point for this effort.

