

Audio-Visual Team Charter
Proposed revisions submitted by: Lee Cornell
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1: **Name of Team:** Audio-Visual Team

2: **General purpose:** To operate and maintain all audio visual equipment at UUFA in support of worship services, forums, and other fellowship activities.

3. **Accountability:** The A-V Team is accountable to the Congregation, the Worship Arts Team, the Lay Minister for Spiritual Arts, and the Minister.

4: **Reporting:** The A-V Team works with Worship Arts Team in the Spiritual Arts cluster and reports to the Lay Minister for Spiritual Arts.

5: **Membership:** Membership is open to all members and regularly attending friends of UUFA. Each member is required to be trained on the sound mixer (board), monitors, and computer systems; as well as the cabling, adapters, and interfaces that support them. There is no specific length of service required. It is generally accepted, but not required, that each Team member assists with A-V duties as necessary during each Sunday service and be ready to assist with A-V support for presentations elsewhere in the Fellowship.

6. **Leadership:** Each program year, the Team will choose among its experienced members someone to serve as Team leader for the year. The Team Leader will facilitate communications among the Team members, scheduling of members to be on duty for services, and calling quarterly "Mic Check" meetings. The Team leader will also facilitate communications between the Team and the Lay Minister for Spiritual Arts and represent the Team at Worship Arts Team meetings as necessary.

7: **Meetings:** Quarterly "Mic-Check" meetings will be scheduled as to be attended by the majority of the Team members. The focus of these meetings will be to:

- Discuss operational concerns of the A-V or Worship Arts Team
- Discuss and develop solutions to production issues
- Test, repair, and create a list of equipment that is need of replacement
- Develop a "needs list" of equipment to enhance the productions
- Train new members interested in joining the A-V Team

Decision making is done by a combination of majority vote and consensus, depending upon the issue or problem. In order to serve the congregation it is important that all of us respect the feedback of each other, UUFA staff, and the congregation.

8. **Duties and Responsibilities:** Each Team member is required to be trained on the proper operation of the mixer, monitors, and equipment; and be able to operate the appropriate equipment during services. Each member is responsible for working with the Minister, Music Director, and the Worship Assistant to make sure that all microphones are working properly, services are recorded, and appropriate components of the services are exported. A-V technicians should plan to arrive no less than 30 minutes prior to the start of a service to assist with setup and sound checks.

9. Goals: The immediate goal is to keep the A-V equipment in the Sanctuary Sound Booth and Fellowship Hall working properly. A secondary, ongoing goal, is to maintain an upgrade plan for equipment, specifically microphones, monitors, mobile presentation systems, and speakers. A list of recommended equipment, along with estimated costs, that needs to be purchased should be turned in to the Minister by January of each year.

10. Relationship to staff and other Teams: The A-V Team works closely with Ministerial Staff and Worship Assistant to ensure a professionally presented and enjoyable service. Additionally, the A-V Team may be called upon to work with the Forum Coordinator and others needing to use A-V equipment to support presentations or services.

11. Decision-making authority: The A-V Team member on duty, relying on training and experience, may make adjustments to the sound quality during a service so as to enhance the experience. Further the Team member on duty may make setup recommendations to the Ministerial staff and Worship Assistant.

12. Spending authorities: Minor expenses such as batteries can be requested through the Congregational Administrator. Equipment procurement within the UUFA budget is the responsibility of the Team Leader. Budget allocations and procurement outside the established budget is at the discretion of the Board of Trustees.