

# AV OPERATOR ROLE DESCRIPTION

## 1 INTRODUCTION

An AV Operator helps people hear the good news by ensuring good sound quality for speaking and singing.

<b>Role Type</b>	Support Role
<b>Ministry Team</b>	Music Team
<b>Supervisor</b>	Music Team Leader
<b>Training</b>	Induction / Seminar Tutorial Videos Ongoing Feedback

## 2 QUALIFICATIONS

<b>Convictions</b>	N/A
<b>Character</b>	<i>Faithfulness in Service</i> <i>The Ten Commitments</i>
<b>Competence</b>	Basic computer operation.

## 3 RESPONSIBILITIES

- 3.1 On a Sunday you're serving in this role, arrive early (45 minutes in the case of an 8:30AM service with live musicians, 30 minutes in all other cases) and notify the Service Leader or musicians of your readiness.
- 3.2 Help set-up and test the microphone(s), instruments (when applicable) and PowerPoint slides.
- 3.3 During the service, advance the PowerPoint slides as necessary (this can be delegated if preferred).
- 3.4 During the service, monitor the sound and respond as necessary to maintain quality, mostly by adjusting the levels for various input sources at the sound desk (e.g. volume, mute).
- 3.5 After the service, help close down and put away audio systems and equipment as necessary (check with the Ministry Staff if in doubt about audio systems and equipment that should remain set-up for the next service).

## 4 NOTES

- The PowerPoint slides will usually be prepared by the Ministry Staff and brought to the service.
- As you adjust sound levels, consider that some people in the congregation may be hard of hearing.
- A common issue is the (AA) batteries in the wireless microphone needing to be quickly replaced.

## 5 RESOURCES

Justin Cudmore and Chris Webb's Sound System Tutorial Videos, available through church 'Roster' page or at <https://www.youtube.com/watch?v=azAnNyjpwEA&list=PLhVat5nhikykpOqL0MaO99FYpve9Kt1Hth>

Steve Williams, 'Sound Reinforcement' in *Church Musician's Handbook* (Second Edition; Kingsford: Matthias Media; 1999).

# PA SYSTEM GUIDE

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## 6 TURNING ON EQUIPMENT

- Power point is behind last pew (usually left on but check if necessary).
- Turn on amp with power button facing the user (under the desk).
- Turn on mixing desk with power button on back right corner of desk.
- Turn on foldback speakers at power point next to communion table.
- Turn on power point for the Infant Room speaker behind the door.

## 7 CHECK ON MIXER DESK

- Check BAC saved preset (top left corner of screen).
- Check that ON button is lit over MASTER.
- Check that ON button is lit for all channels you want.
- Unselect ON button for channels you are not using / want to mute.
- If computer audio is needed, check that:
  - Lead plugged into mixing desk and computer headphone input.
  - ON button for computer audio is lit (top left of mixing desk).
  - Computer audio volume turned up to at least halfway.

## 8 FOR MUSICAL INSTRUMENTS

- Check that for relevant channels ON is unselected (not lit) during plugging and unplugging.
- Keep microphones in channels 1-3 and instruments in channels 9-12.
- Check that instruments are plugged into the number on the multicore (next to the communion table) that corresponds with the channel labeled for that instrument on the desk (e.g. Keyboard – Channel 9).
- Guitars and keyboard should always be plugged in via a direct input (DI) box.

## 9 ADDITIONAL TIPS

- Mute channels (using ON) when someone adjusts a microphone stand, plugs-in / unplugs an instrument.
- Once you get a good sound at the desk, go and listen from the top of the steps and adjust as necessary.
- Turn off the amp and mixing desk using their own switches rather than at the power point.

## 10 FOLDBACK (ADVANCED)

- To set foldback levels:
  - Select AUX 1 button on right side of MASTER VOLUME.
  - Adjust relevant slider while musician plays or sings.
- Unselect AUX 1 button to go back to mixing front of house levels.

# PA SYSTEM TROUBLESHOOTING

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## **What if I keep getting feedback?**

- Check microphones are not too far forward (i.e. in front of speakers).
- Check microphones are not pointing directly toward speakers.
- Check the singer or speaker is close enough to microphone.

## **How do I adjust the gain on a microphone or instrument?**

- Press the SEL button on the relevant channel.
- Double tap the channel on the screen.
- Use the big knob (below screen to the right) to adjust gain.

## **What if the keyboard is not making any sound?**

- Check that volume on the keyboard is turned up to at least 75%.
- Check that the lead is plugged into the PHONES input on keyboard.
- Try pushing the attenuation buttons on the DI (in or out).
- Check it's plugged into the number on the multicore corresponding to the labelled number on mixing desk.

## **What if a guitar is not making any sound / making too much sound?**

- Try pushing the attenuation buttons on the DI (in or out).
- Check that volume on the guitar is turned up to at least 75%.

## **What if a microphone is not making any sound / making too much sound?**

- If the microphone has a switch, make sure that switch is set to ON.
- Check it's plugged into the number on the multicore corresponding to the labelled number on mixing desk.