

# **SOUND RECORDING JOB DESIGN**

**ARRIVAL TIME:** 8:50 AM

**ATTIRE:** Appropriate for task

## **INITIAL DUTIES – Before Service:**

1. Arrive on time
2. Check in with the Practitioner of the Day
3. Join the Treatment Circle at 9:00 AM, to set the consciousness for the service
4. Retrieve and wear Name Tag from the administrator's desk.
5. Place all of the microphone wires.
6. Retrieve the red MASTER cassette tape from the Sunday Service box of supplies in the Office's back room
7. Plug the power cord in to the closest wall outlet, use extension cord from supply cabinet in Office's back room if necessary
8. Power on all electronic components
9. Set up microphone stand at front of Sanctuary, in the corner. Angle it toward the audience.
  - a. Ear microphone and label microphone with power pack is stored in the 3<sup>rd</sup> plastic drawer in Rev. Penny's office. Have Rev. Penny assist with testing her wireless microphone.
10. Test record and playback functions, to ensure all microphones and recorders are working
11. Record introduction with Rev. Penny by 9:20 a.m.
12. Please report any issues to the **House Manager** for immediate or future resolution – not to the **Minister**, as her Sunday morning experience should be without interruption.

## **DUTIES – During Service:**

13. BEGIN RECORDING as soon as Rev. Penny steps up to the podium
14. Turn Rev. Penny's microphone OFF during the congregational songs
15. Record selected parts of service
16. STOP RECORDING as soon as the Practitioner FINISHES the closing treatment

## **FINAL DUTIES – After Service:**

17. Make copies of tape as requested
18. Return the MASTER and backup cassette tapes to the Office's back room
19. Power off all equipment and break the system down and restore everything to its proper place.
20. Clean heads once a month with Q Tips and Isop. Alcohol. Head cleaner in the cabinet.
20. Use clean rag for equipment.

**NOTE:** If you are unable to cover your assigned time slot, please arrange for a substitute from the list of names on your most recent schedule, and please make your team leader and the church office aware of any substitutions.

***Thank you for your loving service!***