

Tech Team Roles (September 2020)

Zoom Host |

- knows the congregation well
- has access to the St Mark's Zoom account
- confident with Zoom Host controls [training provided]
- using Zoom on a computer (not mobile device)
- reliable internet connection

launch the Zoom Meeting at 9.15am

make sure all settings are working – allow participants to rename themselves, etc. check correct contact info is on the website and in the waiting room message admit team at 9.30am

assign co-host status to A/V and Welcomer (and others as necessary)

at 9.50 admit people from the waiting room alongside Welcomer

provide support to people having technical issues (phone/email)

communicate with team throughout service

spotlight people as needed during the service

numbers count

monitor the space for disturbances/mute as necessary

eject troublemakers if necessary

set up breakout rooms after the service

close meeting

Zoom A/V |

- confident with Zoom Host controls – especially the screen/audio share features [training provided]
- using Zoom on a computer (not mobile device)
- reliable internet connection

before the service: confirm with leader what multimedia elements will be used join Zoom at 9.30

Screen-share powerpoint

share multimedia elements during the service

record service elements as required (save to cloud)

Zoom Welcomer |

- familiar with the congregation
- confident with Zoom Co-Host controls (specifically participant management) [training provided]
- using Zoom on a computer (not mobile device)
- reliable internet connection

join Zoom at 9.30

from 9.50 admit people from the meeting room

flag up unknown participants to the Zoom Host

monitor participants

communicate with host throughout the service

mute participants who un-mute themselves

count participants (households + individual adults and children)

In the building:

Sound Desk/Projector |

- Confident with technology
- Comfortable with the new A/V system [training provided]
- Competent at mixing the audio channels [training provided]
- Able to problem-solve

Set up the sound desk, microphones, laptop and projector

Connect the church laptop to the Zoom as participant (dedicated Zoom account) Mix/adjust audio channels for balance

Monitor sound and projector during the service

Play music from CD player/mp3 if necessary during the service/at the end of the service Pack down at the end of the service