

IMMANUEL EV. LUTHERAN CHURCH

POLICY & PROCEDURE

Effective Date: August 23, 2009

Policy Number: IL09-002

Subject: A/V Committee

Revision Date: N/A

Application: Church Administrative Procedure

I. PURPOSE

The A/V Committee was approved at the voter's meeting on July 12, 2009. The purpose of the A/V Committee is to oversee all things pertaining to the church sound, camera and multimedia systems in regards to equipment operation and maintenance, for the Board of Elders.

II. POLICY

1. Responsibility,

- a. The A/V Committee serves under and is responsible to the Board of Elders. (The Board of Elders being responsible for all things pertaining to worship.)

2. Membership,

- a. All A/V Committee members will be volunteers from the congregation who wish to serve on this committee.
- b. The chairman of the committee will be a male communicant member and elected by the committee from committee members and will serve as long as he desires, or replaced by majority vote of committee members.
- c. A Vice-chairman and Secretary will be elected from members and will serve a term of one year, with no limit on consecutive terms.
- d. Since this committee oversees operation and only makes recommendations to the Board of Elders and does not make policy, all members, without regard to gender, age or church office status has the right to vote in this committee.
- e. Membership is limited to confirmed members of the congregation. (This will encourage younger members of congregation to be involved in the church and become future leaders of the congregation.)
- f. All members of this committee shall have some knowledge of technology, have an e-mail address and check it at least weekly.

3. Duties,

- a. Meet with and/or exchange e-mails with the pastor to coordinate equipment requirements/limitations, multimedia requirements and displays for upcoming services. Normally the chairman is the point of contact for the pastor.

- b. Make recommendations to the Board of Elders regarding all electronic equipment, accessories and software purchases and/or repairs used during worship.
- c. Oversee the day to day operation of equipment and training of equipment operators on behalf of the Board of Elders.
- d. Ensure equipment operators adhere to the policies approved by the Board of Elders, council and voters.
- e. The A/V Committee may utilize younger members of the committee, with proper training and supervision, for operation of equipment during worship service when possible.
- f. Each October submit a budget to the Board of Elders for anticipated equipment, accessories and software requirements for the next year.
- g. Maintain the schedule of equipment operators. (Sound Booth Operators)
- h. Coordinate with the church's webmaster in posting all meeting minutes, and e-mails exchanged concerning A/V Committee business on a committee members only area of the website and include operator schedules.

III. DEFINITIONS

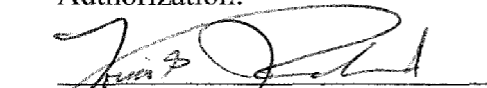
- a. Equipment operators, those individuals who prepare multimedia to be used during worship services and those who operate sound, camera and multimedia systems during the course of worship service or setup and operate equipment for other groups with the congregation, And those who prepare electronic material for distribution by the Board of Evangelism or others.

IV. PROCEDURE – NONE


V. APPENDICES - NONE

This policy takes effect on the above stated date and will remain in effect until amended, superseded, or cancelled by the issuing authority.


Authorization:



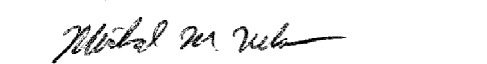
 President




 Treasurer



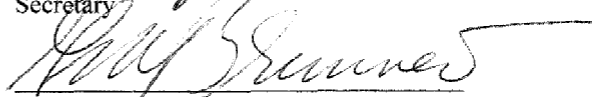
 Board of Youth Christian Education



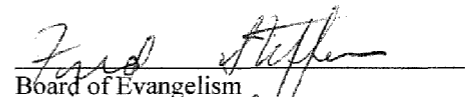
 Board of Adult Discipleship



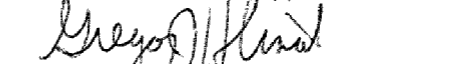
 Secretary



 Board of Elders



 Board of Evangelism



 Board of Property