

Lay Task Directions

PROJECTION ASSISTANT Offering the Gift of Worship

Purpose:

- To facilitate the projection of the worship service visuals and help provide a positive worship experience for everyone.

Who Can Be a Projection Assistant?

- Any teen or adult who is able to arrive early for church and be attentive during worship.

At least 30 minutes before the service

- Turn on the computer and screens.(in audio/visual cabinet)
- Open the Powerpoint file for the current day. (on the desktop)
- Look over the service to be aware of any out-of-the ordinary slides
- Check with Pastor for any special instructions.

During the service

- Attention should be paid throughout the service. This means that other jobs (greeting, ushering, etc) are not to be done by the projection assistant.
- When advancing the slides, advance when there are still three or four words left to sing/say on current slide. While this may feel too early, it is actually just right.

After the service

- Close down the program and turn computer completely off (as opposed to “sleeping”)
- Turn off screens
- Place all remotes near the computer in the audio/visual cabinet.

Thank you for your service.