

## Lay Task Directions

### SOUND ASSISTANT Offering the Gift of Worship

#### Purpose:

- To ensure the functioning of sound equipment and help provide a positive worship experience for everyone.

#### Who Can Be a Sound Assistant?

- Any teen or adult who is able to arrive early for church and be attentive during worship. It is also necessary that the assistant has good hearing (can hear both high tones and low tones) in order to accurately set levels on the mixer board.

#### At least 45 minutes before the service

- Turn on all appropriate equipment.
  1. The switch for the sound board is on the filter inside the lower left cabinet.
  2. Amplifiers (3 separate switches) on top of the cabinet in the overflow area
- Check batteries and volume levels on all mics. (Battery indicators should be at least 4 dashes ---- or they need to be replaced.).
- Meet with musicians to determine their needs during the service.
- **Please do not do sound checks after the prelude music has started.**

#### During the service

- The pastor will mute her mic when necessary. Your responsibility is to adjust volume as needed for the headset and stand mics.
- Attention should be paid throughout the service to the sound needs. This means that other jobs (greeting, ushering, etc) are not to be done by the sound assistant.
- Please stay at the sound board during worship so that adjustments can be made when needed without delay to the service.
- **Please make gradual adjustments on the sliders only. Do not adjust the gain knobs during the worship service.**

#### After the service

- Turn all of the mics completely off and return them to the sound table.
  1. Turn off the amplifiers (3)
  2. Turn off the sound board.

Thank you for your service.