**RECRUITING SAFELY**

**Safeguarding Form FC1**

**Job Description**

Note:  
Group 1: Must have DBS and Barring check

Group 2: Must have DBS check

Group 3-5: No DBS check.

**Role: Video Technician**

**Group: 4 Workforce (Child/Adult): None**

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| --- |
| Volunteer Role OutlineRole information: To prepare and/or execute the video images for Sunday worship and activities. **Location:** Forest Circuit  **Responsible to:** The Minister, Stewards and activity organisers  **Eligibility:** no restrictions  **Commitment:** To work as part of a team on a rota system as agreed in advance. |

# Key volunteer activities

**Video Setup**

* Ensure order of service is received and uploaded into the presentation package in good time for service. Items to be uploaded include hymns, bible passages and occasionally videos and/or teaching notes.
* Care should be taken that the correct copyright information is displayed.
* Playlist should be checked in full by navigating through each item. This includes playing all video and audio to check they are complete.

**Video Projection**

* The operator should arrive at least 30 minutes before service starts.
* All the TVs/projectors should be turned on and checked to ensure they are receiving a signal.
* The hymn arrangements need to be checked with the organist and the playlist checked against the service plan. This is best achieved by performing a dry-run through all play list items including any that involve audio or video.
* Maintain a high concentration and awareness throughout the service.

**Personal Skills**

* Good interpersonal skills
* Good computer skills and knowledge of the presentation system used.
* A willingness to work as part of a team

**Boundaries**

Duties do NOT include assisting Sound team with fixing lapel mics to children.

**Safeguarding**

The role will be recruited using the Safer Recruitment Procedure of The Methodist Church and volunteers will need to complete the required recruitment forms

**Training and support provided**

* Volunteers are supported by the Minister and Stewards
* Volunteers are required to attend safeguarding training; Creating Safer Spaces - Foundation renewable every four years.

**Appointment Period**

Volunteers appointment is for three years with an additional three years on reappointment. It should not continue beyond six years. However, in exceptional circumstances the appointment can be extended, but only following a closed ballot at the Annual church Meeting.

This job description is approved by

Signed Date

(Church Council)

I have seen and accept the responsibilities of this role

Signed Date

(Applicant)

A COPY OF THIS FORM WILL BE RETAINED IN A SECURE AND CONFIDENTIAL  
MANNER BY THE METHODIST CHURCH

NB All information will be held in accordance with the Data Protection Act 1998