

MINISTRY OF THE A/V TEAM

Sound and Media Training

**5 Things the soundman
needs to know**

**6 Things the media
tech needs to know**

Valuable Resources

Sound and Media Team Training

The Sound and Media Team is a vital part of every church service or meeting. These teams can make a service seem to run smoothly or feel like they have been riding on a bumpy road. After surveying a group of Worship Pastors and Leaders from our Network we have created this training material.

The Ministry of the Sound and Media Team

Some may assume that because the Sound and Media Team are not visible on stage that they have a minor role in the overall service, but that thought is tragic to the success of our teams. These team members are just as vital as the musicians, singers and worship pastor. Members of these teams need to understand that they are leading the congregation in worship and that a professional attitude and sense of responsibility are a must. Without these two components many of our attendees would leave the service confused and/or irritated. It is important that you approach your role each weekend with an open heart to what the Holy Spirit wants to do in the upcoming service.

The Responsibility of the Sound Team

1. **Be Early.** Be early to practice and to services. No one can fulfill their roles until the sound technician arrives.
2. **Stay Focused.** When you are distracted by things going on around you, conversations with friends or your phone, the team depending on you has to wait until they have gained your attention to address their need.
3. **Learn the Equipment.** Pay attention to the individual training you, take notes, watch videos on your own. Go the extra mile and gain the knowledge you need to be a great sound technician.
4. **Make a List.** Make a list of the steps you need to complete each time you serve. Sound Board on, batteries in the microphones, microphones placed correctly, live stream adjusted, etc. By keeping a list, you are sure not to miss a step.
5. **Watch the Worship Team.** During the service, keep an eye on the Worship Leader, singers and musicians. They can not leave the stage while performing and the only way of addressing a need that might arise is by catching your eye.

The Responsibility of the Media Team (Lyrics and Slides)

1. **Know the Software.** Get familiar with the software the church uses for Lyrics and Slides. Once you understand how the software works and can make changes and edits, you are on your way to being the best Media Team team member.
2. **Be early.** Be early to practice and services. It's difficult for the singers to sing without the confidence monitor.

3. **Stay Focused.** When you are distracted by things going on around you, conversations with friends or your phone, the team depending on you has to wait until they have gained your attention to address their need
4. **Learn the Music.** Just like the singers and musicians need to know the music before performing, so do you. When you know the music you are able to flow better when displaying the slides. This allows the congregation to enter more smoothly into worship.
5. **Think Ahead.** The Lyric Slides during worship are vital to the congregation leaning into worship. Always move the slides earlier than later. A good rule of thumb is change the slides on the second word from last. The human eye is able to see ahead of what they are singing and ready for the next slide.
6. **Confidence Monitor.** The Confidence Monitor is a monitor in the back of the room that displays the lyrics for the singers. Although it's best when the singers have memorized the music, it's important that they have something to cue them to what is next. Tip: Listen during practice and make sure that the slides are in order the song is being sung in. If not, change, add, delete or rearrange them so that they display correctly on the confidence monitor. The Worship Leader is counting on you to have the correct words ready at the correct time.

Resources

[Service Prep Example from Highpoint Church](#)

[Planning Center.](#) Planning Center is a subscription software to help you organize set lists, teams, songs and more. This software is based off church size.

[Song Select.](#) SongSelect is the definitive source for discovering lyrics, transposable sheet music, audio samples and so much more - all from more than 100,000 worship songs. Made powerful, and made easy for you.

[Multitracks -](#) MultiTracks.com was founded to resource worship leaders on the concept of running loops, clicks, and multitracks in live worship.

Special Thanks

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