

Laptop Operator

WHAT IS THE ROLE?

- To prepare Easy Worship software for the morning service
- To prepare notices file on Powerpoint.
- To run the laptop during the service

WHY IS IT IMPORTANT?

This role is critical to everything that happens 'up front' during a Sunday service. The person who operates the laptop enables the congregation to sing, to say prayers corporately, to receive information through notices, and to follow along during the sermons through projecting slides.

WHAT ARE THE BEST THINGS ABOUT THE ROLE?

- Being instrumental in making the service happen
- Being able to stay in the Sunday Service while also giving your time

WHAT MINISTRY GIFTS & SKILLS DOES IT INVOLVE?

- Administration
- Creative Communication
- Must be able to use Powerpoint and possess basic computer skills

WHAT DO I DO SPECIFICALLY?

- Preparation of 'notices' file
- Sometimes typing in new songs/prayers (typically, these are already in a database).
- Receive memory sticks before service and upload powerpoint slides

HOW MUCH TIME DOES IT INVOLVE AND WHEN?

- Total time is about 4 hours once a month (2 hours prep beforehand, 1 hour before service and 1 hour during service)
- Arrive at Church at 9 am ready to set up.
- Put laptop away at the end of the service
- Be prepared for being presented with various memory sticks with sermons or special notices
- All the above would happen about once a month

HOW WILL I BE SUPPORTED?

- Over 3-4 weeks you will sit with a laptop operator learning the skills and develop gradually into the role
- Troubleshooting can happen through Anne Taylor or another person equally experienced with the system