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| Book | Poplar Springs Baptist Church Policy Manual |
| Section | 1000 Organization and Structure |
| Title | Audio-Visual Committee |
| Number | 1404 |
| Authority | Article V of the Church By-Laws |
| Adopted | July 11, 2021 |

Policy 1404 adopted by the church on April 2, 1995 and amended on January 10, 2016 is hereby repealed.

Section 1 Purpose

To purchase, operate and maintain all church owned audio-visual equipment required for broadcast and recording of worship services, funerals, weddings or other special events occurring on church property.

Section 2 Membership

The Audio-Visual Committee shall consist of at least four members but not more than eight members. This committee shall be a non-rotating committee. Members wishing to rotate off of the committee shall notify the committee chairman who will, in turn, notify the nominating committee. The Nominating Committee shall submit candidates for committee membership to the church with the advice of the current Audio-Visual Committee.

Section 3 Chair

The Audio-Visual Committee members shall select their own Chairperson. The Chairperson shall serve a one-year term and may be selected to serve consecutive terms.

Section 4 Function

The Audio-Visual Committee shall be responsible for:

1. Purchasing, operation and maintenance of all church owned audio, video and projection equipment used for worship services, funerals, weddings and other special events held on church property according to church policy 2500 (Audio-Visual Committee Services).

This equipment includes (but not limited to):

- a. Audio and Video Mixers
 - b. Amplifiers
 - c. Speakers and Monitors
 - d. Signal Processors
 - e. Recording equipment utilized with any AV system
 - f. Microphones
 - g. Media players utilized with any AV system
 - h. Video Cameras
 - i. Network switches and routers used with any AV system (church internet and WIFI system managed by IT Committee)
 - j. Computers used with any AV system for presentation and video or audio processing.
 - k. CD/DVD duplication equipment
 - l. Carillon System
 - m. Projectors, screens and TV displays throughout the church
 - n. Any software, wiring or other devices utilized with the above systems
 - o. Stage lighting
2. Creation and maintenance of church-wide Facebook page, YouTube channel or other social media platform utilized for video or audio broadcast of church services.
 3. Maintaining Wirecast and Boxcast subscriptions, and other software subscriptions as necessary for AV production.
 4. Compliance with all copyrights and church policy 2470 regarding media photography as they apply to church audio and video broadcasts.
 - Note: Maintenance of the CCLI or other copyright licensing as well as logging songs into CCLI will be the responsibility of the Minister of Music.
 5. Production and distribution of DVDs and/or CDs of services as requested.
 6. Backing up audio and video files of services.

7. Editing audio and/or video of services, as necessary.
8. Tracking viewer analytics to ensure video streams are effective.
9. Maintaining AV Inventory List.
10. Distribution of streaming devices in nursing homes, homes of shut-ins, or other facilities as necessary.
11. Purchasing, operation and maintenance of Carillon System.
12. Preparing a yearly budget request and providing request to the Finance Committee.
13. Working in coordination with the Information Technology Committee and Website Committee as necessary to ensure the technology needs of the church are properly addressed.