

Book: Poplar Springs Baptist Church Policy Manual

Section 2000 General Church Policies

Title Audio-Visual Committee Services

Number 2500

Authority Bylaws Article V

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Section 1 Purpose

This policy is written to outline the services provided by the Audio Visual Committee of Poplar Springs Baptist Church for special events held on church property.

Section 2 Definitions of Terms Related to this Policy

- A. Church Related Special Event**-Any event held on the Poplar Springs Baptist Church premises that is part of the church's normal worship or business services. Examples of these events include, but are not limited to, regular worship services, special worship services, town hall meetings by PSBC committees, PSBC business meetings, and funerals.
- B. Non-Church Related Special Event**-Any event not classified as a Church Related Special Event. Examples of these events include, but are not limited to, events by local schools, other churches or civic organizations, family parties, reunions, and weddings.

Section 3 General Services Provided

- A. The Poplar Springs Baptist Church Audio Visual Committee consists of a group of volunteers dedicated to providing quality sound and/or video for church related events as well as non-church related events held in the Poplar Springs Baptist Church facilities.
- B. This position within the church is on a volunteer basis, and the use of our technicians' services will be based on availability for all events.
- C. Only members of the Poplar Springs Baptist Church Audio Visual Committee, an appropriate staff member, or other designee of the Audio Visual Committee may operate any of the audio or video equipment.

Section 4 Sanctuary Sound / Video Capabilities

- A. The Sanctuary is equipped with a sound system, ceiling mounted projector, drop down screen, desktop computer, and a video recording system.
- B. The computer and projector are capable of displaying video clips, song lyrics, scripture, pictures and text on the screen.
- C. The video recording system consists of up to three remote control cameras that provide video recordings

Section 5 Family Life Center Sound / Video Capabilities

- A. The Family Life Center is equipped with its own sound system and a drop down screen for use with a projector. No video recording system is available in that area.
- B. The church also owns a portable projector and DVD player that can be used in this building. If a laptop computer is required, it will have to be supplied by the responsible party.
- C. For small events requiring only one microphone, a small portable sound system is available in the Family Life Center for use at no charge. This system can be operated by the event leader or a member of that group and will not require a Audio Visual Committee member to be present.

Section 6 Scheduling a Technician for Special Events

- A. The services of an Audio Visual Committee Technician can be scheduled by checking the appropriate box on the Facilities Use Form. One of our technicians will contact the event leader to confirm the date and review set-up and program information.
- B. Because of the planning necessary, the Audio Visual Committee requires at least a two (2) week notification prior to the event.

Section 7 Equipment Compatibility

- A. To ensure compatibility with our equipment, all media (DVDs, CDs, presentations, etc.) must be provided to the Audio Visual Committee Technician at least one (1) week in advance of the event. Please be aware that there is no guarantee that media received close to the time of the event will be able to be played from our equipment.

Section 8 Requesting Copies of Recorded Events

- A. Recordings of church related special events are available at no charge (although donations to the Audio Visual Committee are appreciated) by contacting the church office or a member of the Audio Visual Committee within two (2) weeks after the conclusion of the event.
- B. Up to seven (7) DVD or CD copies of a non-church related event recorded in the sanctuary will be made upon request at no charge. Additional copies can be ordered by contacting the church office or a member of the Audio Visual Committee within two (2) weeks after the conclusion of the event. The cost of additional copies is \$5.00 each.
- C. The church office or a member of the Audio Visual Committee will notify the responsible individual when the additional copies are available for pick-up, usually within two (2) weeks after the conclusion of the event.

Section 9 Charges for Sound System and / or Video
Technicians for Non-Church Related Special Events

- A. The minimum charge for an audio technician is \$100.00.
- B. The minimum charge for a video technician is \$100.00.
- C. The minimum \$100.00 charge for the Church Sound System and/or Video System Technicians represent one half ($\frac{1}{2}$) hour set-up time, one half ($\frac{1}{2}$) hour take-down time, and two (2) hours of operation. Any additional time will be billed at the rate of \$35.00 per hour.
- D. All fees will be collected by the church office prior to the scheduled event and the church office will distribute the fees to the appropriate individuals. Checks should be made payable to Poplar Springs Baptist Church.
- E. In the event of a wedding, the listed fees for Technicians will apply to the wedding ceremony and reception separately.