

St Nicholas Church Ministry Associate Programme – Role of Technical MA

There are four key elements to the Ministry Associate Programme: ministry, leadership, practical (duty), and personal study.

Each of the team participates fully in the ministry, leadership and personal study elements of the programme. The Tech MA would then have a very specific technical role to fulfil whilst the remaining four would be timetabled for the practical ministry component.

The weekly practical ministry component(s) is defined and allocated by Gavin McGrath, the Senior Staff trainer to whom each Associate is assigned, as well as input from the Facilities Manager, Office Manager, and Operations Director. The timetabling may need to be adjusted slightly for the Tech MA to reflect the work to be done but in general would take place during normal duty timeslots.

Practical ministry component (duty)

– training through doing practical tasks: Associates spend their duty time involved in practical tasks around the church. These include setting up rooms and buildings for meetings, cleaning and performing administrative tasks through the church office. As well as being vital to the smooth running of the church, this enables Associates to grow in three important areas:

- It teaches Associates what is involved in running a church
- It develops Associates with a servant heart
- It teaches Associates to work as part of a team

Practical ministry component (Tech MA)

- whilst being available if required to help with occasional /emergency /large tasks such as full church set down / set up and emergencies such as snow clearing, the Tech MA would have specific duties such as:

Equipment

- To be fully familiar with the set up, operation and maintenance of the sound, display and lighting systems in use at the main church building. Specific training to be provided as necessary.
- To draw up initially and then maintain a full asset list of the all the elements of the systems we use and ensure they are suitably held securely.
- To ensure appropriate plans for maintenance and replacement of the assets are in place and acted upon.
- To document procedures for the setup and usage of the systems
- To be responsible for the setting up or taking down technical equipment in the Church building
- Before services, to ensure technical checks have been made and the equipment is ready to use and that any special requirements/ displays have been tested.
- At large events to act as supervising engineer with support to ensure technical sound checks are properly performed with minimal impact on the incoming audience / congregation.

Rotas

- To draw up and maintain rotas for all roles to be filled at all events, and to develop a pool of “reserves” to be called upon as required in emergencies.

NOTE: the Tech MA should not be expected to operate for all special events and should not at the last minute and without warning be expected to operate equipment for church events.

Training:

- To provide appropriate technical training for the church family (preferably on a Sunday afternoon or “on the job” during services)

- To provide training specifically for staff, allowing the potential for various members of staff to be available if required in an emergency.
- In time – to offer a staff drop-in support surgery (Time allotted each week for staff to ask questions re the uses for their computers for their ministry e.g. assisting video editing, PowerPoint construction etc)

NOTE: the Tech MA should not be expected to train people in evenings/ on Saturdays on a regular basis and should not be considered a replacement for church family members operating equipment!

Sunday support:

A Sunday takes up 6 hours

- To be in attendance at the 9.15am, 11am and 6.30pm services;
- To be expected to operate sound, projection or lighting in one of the morning services. (Depending on which ministry group the MA is also attached to, they may not be able to operate in the evening service, though they would be available should any Technical problems arise)
- In advance, to compile the church PowerPoint play list for Sunday services, and edit any Powerpoint/videos etc required by the service leaders/ speakers.
- To constantly look for and be encouraged to develop new and different ways to utilise the assets to enhance our worship and the sharing of God's Word in Sevenoaks
- To ensure that all sermon recordings are edited and uploaded to the church website in a timely manner each week.