

ST. ELIZABETH ANN SETON CATHOLIC CHURCH



MEDIA AND SOUND MINISTRY

At St. Elizabeth Ann Seton Catholic Church in Bothell, the Media and Sound Ministry is responsible for preparing the workspace and performing key technical functions and solutions through dynamic sound mixing, video live streaming, and recording tools to support the clergy in continuously sharing God's Word in the celebration of the Eucharist, and communicating information on various religious and devotional events to the congregation remotely.

VISION

Connect the community with God using media and sound technology services to those who are present in the parish and those who are attending remotely.

MISSION

To glorify God by making sure that we provide professional sound and live streaming production that will help those who are at the parish and at the same time engage our remote viewers into a deeper experience in individual and family prayer.

Our primary focus is on the celebration of the Eucharist, ensuring that the reading of the Word of God, the homily and prayers are clearly seen and heard.

VALUE

The Media and Sound Ministry's core belief is to adhere to well-defined guidelines in providing effective and efficient services that open the channels in worshipping God.

MEMBERS

The members of the ministry come from different backgrounds and cultures that share the same energy and enthusiasm in learning and working together to help the community get engaged in spreading God's love.

The membership and participation in the ministry is currently by invitation only, and with the evaluation and approval of the parish pastor and administration. This is due to the sensitivity of roles and access limitations to the media and sound system equipment of the parish.

Rigorous training is highly expected, which will require a minimum of two hours per week of practice/preparation, excluding the time for the event rehearsal (e.g. weddings) and time allocated for the actual event. These are necessary in order to attain different levels of knowledge, skills, expertise, and troubleshooting capabilities pertaining to all the functions in the ministry.

Types of Skills:

- Level 1: Basic
- Level 2: Intermediate
- Level 3: Advanced
- Level 4: Expert

The purpose of categorizing the skill levels is not to create competition among members but to serve as a personal baseline in order to recognize one's current capability and aspire to continuously improve through training and experience.

The Media and Sound Ministry will demand time that could affect a member's current commitment/s with the other ministries in the parish. It is encouraged to pledge a long-term service.

Below are the core values in the continuous development of the Media and Sound Ministry with the overall goal of improving each spirituality and relationship with God.

Functions and Responsibilities

Media and Sound Ministry Supervisor

- Oversees and manages all media and sound system
- Identifies target audience and prepares around that environment
- In charge of production of live streaming and recording
- Overall responsible for the configuration and operation of the sound system and equipment used by the Liturgy and Music Ministry
- Responsible for the security of media and sound related equipment
- Responsible for ensuring the maintenance of related equipment and wiring
- Supervision of crew and operator(s) for live streaming and sound board/mixer
- Provides training for media crew and sound board/mixer operator(s) emphasizing the most important elements around the crew's set priorities
- Prepares, coordinates, and directs the work space of a specific event
- Uses creative skills in designing the work space
- Reviews liturgical readings and designs the work space
- Coordinates with Lector Ministry and Music Coordinator
- Prepares checklists: setup, rehearsal, camera and people position cues
- Meets and plans with crew in advance
- If necessary, schedules a rehearsal with participants of an event
- Tests software and hardware production strengths and limitations
- Involved in the approval of software and hardware purchases
- Lead the crew in prayer before the start of the event

Media Crew (Live Producer and Camera Controller)

- In-charge of Media and Live streaming
- Functions as the go-to person for the event
- Confirm that all hardware and software are ready before the event production
- Responsible for setup, safety and security sound and lighting for video requirements
- Coordinates with the key people that are involved in the production including, but not limited to, the priest celebrant, lectors, choir
- Stays on-site throughout the whole event to make sure success of the productions is consistent and to be readily available to help and make adjustments when needed
- Has a keen eye for details (positioning people and objects, double-checking environment for frame shot requirements)
- Communicates effectively with the group in the production
- Works with others in the background without interest in seeking public attention
- Shows enthusiasm in building live streaming and broadcasting knowledge

- Communicate new ideas for improvement
- Brainstorms and plans with those selected for the specific task
- Maintains calmness during troubleshooting
- Punctual and motivated to learn
- Practice creativity in designing shots in workspace

Sound System Operator

- Manages the end-to-end operation of audio equipment
- Prepares the soundboard in advance for proper functionality prior to the event
- Responsible for the audio quality of assigned programs
- Reports and trains under the supervisor to achieve the audio goals of the events
- Maintains proper levels and mixes of audio during the event with special focus on the liturgy
- Immediately reports to supervisor all technical problems and equipment malfunctions
- Aims for a high quality audio production
- Coordinates with the key people that are involved in the production, including but not limited to, the priest celebrant, lectors, choir
- Ability to collaborate effectively and yet can work independently
- Ability to pay attention to details and be organized
- Highly reliable
- Fosters respect, professionalism, and cooperation

This document will be evaluated for necessary changes to adapt to our ever-changing times.