

AV Team Handbook

Minnesota Family Church — Worship Ministry

Welcome

Welcome to the AV team! This handbook is your guide to serving in technical ministry. Whether you're new to AV work or experienced, this resource will help you understand our systems, procedures, and the heart behind what we do.

Our Mission:

Every word heard clearly, every visual that serves the message, every smooth transition—that's worship. Your technical excellence creates space for people to encounter God without distraction.

How to Use This Handbook:

Don't memorize everything at once. This is a reference guide—come back to it as you learn and grow. Start with the sections relevant to your role, then expand from there.

1. Getting Started

1.1 Your First Sundays

Phase	Focus
Phase 1	Shadow & observe. Learn where things are. Ask questions.
Phase 2	Hands-on training (weekday session with Kenei or experienced member). Shadow Thursday rehearsal and Sunday.
Phase 3	Run your role with someone next to you for guidance.
Phase 4	Run your role independently with backup nearby. Debrief afterward.

After Phase 4, you're ready to serve confidently. Continue growing through practice and feedback.

1.2 Cross-Training

We encourage learning multiple roles so the team can flex when needed.

Entry Level: Stage Manager, Camera Operator
Intermediate: ProPresenter, Streaming Coordinator
Advanced: FOH Audio

Goal: Everyone comfortable in at least 2 roles, and familiar with all roles at a basic level.

2. Sunday Morning Overview

2.1 Timeline

Time	What's Happening
8:30am	AV team arrives. Begin setup.
9:30am	Tech/worship overview meeting (Sunday School area)
9:45am	Final tech checklist
9:50am	Countdown timer starts
10:00am	Service begins
10:05-10:20am	Worship set
10:20am	Sermon
10:45am	Announcements/Benediction
10:50am	Closing song, service ends
Post-service	Teardown and debrief

2.2 Setup Checklist

- ☐ Turn on Quick10 Lights
- ☐ Turn on Qu-32 mixer
- ☐ Power on streaming computer (Windows) — **do this before turning on iMac**
- ☐ Launch Vimeo streaming software
- ☐ Prepare Zoom meeting
- ☐ Power on iMac (ProPresenter) — **only after streaming program is running**
- ☐ Open ProPresenter and verify slides are loaded
- ☐ Set up camera and tripod next to tech booth
- ☐ Connect camera to streaming computer
- ☐ Test walkie-talkies and earphones

- ☐ Check chair spacing in sanctuary
- ☐ Handle stage setup needs (mic stands, music stands—band handles instruments)

2.3 Teardown Checklist

- ☐ Stop streaming (Zoom and Vimeo)
 - ☐ Close ProPresenter (save any changes)
 - ☐ Transfer camera files to computer
 - ☐ Break down camera and tripod
 - ☐ Store camera and tripod in cage backstage
 - ☐ Store walkies and wireless mics in booth
 - ☐ Brief debrief with worship leader if needed
-

3. Role Guides

3.1 ProPresenter Operator

What you do: Control what the congregation sees on screens. Advance slides smoothly so people can follow along without distraction.

Setup:

- Launch ProPresenter
- Load Sunday's playlist (should be ready from Thursday)
- Verify all songs have complete lyrics
- Check announcements slides
- Load sermon slides if provided
- Test output to projector/screen

During Service:

- 9:50am: Start countdown timer
- Advance slides in sync with service
- Stay one step ahead—know what's coming next
- Display sermon slides as directed by pastor
- Stay focused throughout

Tips:

- Learn the songs beforehand so you know when choruses repeat
 - Watch the worship leader for cues
 - If you make a mistake, fix it quickly and keep going
-

3.2 FOH Audio (Front of House)

What you do: Mix the sound the congregation hears. Balance vocals, instruments, and spoken word so everything is clear and serves the worship experience.

Equipment: Allen & Heath Qu-32 digital mixer

Current preset: "Ableton Test" (this will change over time)

Setup:

- Power on Qu-32
- Load Sunday preset
- Check wireless mics— swap batteries
- Verify wired mics are connected and unmuted
- Walk through sanctuary and listen to speakers

During Service:

- Maintain balanced mix—vocals clear but not overpowering
- Adjust levels smoothly during transitions
- Monitor for feedback
- Watch worship leader and pastor for signals

Mixing Basics:

- Start with kick and bass, then layer instruments around them, then vocals last
- Use EQ to cut mud (200–400 Hz) and add clarity (2–5 kHz for vocals)
- Aim for peaks around -10 to -6 dB (dip the mustard)
- Less is more with effects

Note: Band handles their own monitor mix via IEM and app. You focus on house and stream (mix 9/10) sound.

3.3 Camera Operator

What you do: Frame shots for the online congregation. Help remote viewers feel connected to the service.

Setup:

- Set up camera on tripod next to tech booth
- Frame initial wide shot of stage
- Connect to streaming computer via HDMI/SDI
- Test video feed in streaming software
- Adjust white balance and focus

During Service:

- Record for extra footage
- Adjust framing as needed (less is more)
- Coordinate with Streaming Coordinator (they zoom in and out)
- Keep movements slow and smooth
- Anticipate transitions

Storage: Camera and tripod go in the cage backstage.

3.4 Streaming Coordinator

Often combined with Camera or ProPresenter when team is small.

What you do: Manage the livestream so online viewers have a good experience.

Setup:

- Launch Vimeo streaming software on Windows computer
- Start Zoom meeting for remote attendees
- Verify audio feed from Qu-32 is coming through, especially to Vimeo
- Verify video feed from camera is displaying
- Test stream quality before service

During Service:

- Start stream at 10:00am
- Monitor stream health (connection, audio/video sync)
- Make note of who's watching zoom to count attendance
- Address issues quietly

Important: Turn on streaming software before iMac. The iMac is a source input and won't be recognized if it's already running when streaming software starts.

3.5 Stage Manager

What you do: Help with physical setup, assist tech roles, observe and learn.

This is a flexible role: great for new team members learning the ropes or experienced members who want to support the team.

Setup:

- Arrive at 8:30am
- Help with chair spacing
- Set up mic stands, music stands (band handles instruments)
- Assist other tech roles as needed

During Service:

- Observe service flow—take notes on what works and what doesn't
- Assist in stage transitions
- Handle last-minute needs discreetly
- Learn by watching other roles

Post-Service:

- Help with teardown
 - Share observations with worship leader
-

4. Communication During Service

Current System: Walkie-talkies with earphones

Protocol:

- Keep chatter to a minimum during service
 - Be clear and concise: "Audio, singer's mic is choppy, resync"
 - Acknowledge messages: "Copy" or "Got it"
-

5. Equipment Reference

Audio

- **Mixer:** Allen & Heath Qu-32
- **Wireless mics:** Shure GLXD4R w/ UA846Z2 receiver
- **Wired mics:** Shure SM58 with switches

Video

- **Camera:** [placeholder]
- **Tripod:** [placeholder]

Streaming

- **Streaming computer:** Windows PC (dedicated)
- **ProPresenter computer:** iMac (separate feed into streaming computer)
- **Software:** Vimeo streaming, Zoom
- **Platforms:** Vimeo, Zoom

Storage Locations

- **Camera & tripod:** Cage backstage
- **Walkie-talkies & wireless mics:** In booth
- **Mic accessories:** In booth

6. Getting Help

You're not expected to know everything.

- **Ask in Zulip** — the whole team benefits from shared questions
- **DM Kenei** for private concerns
- **Schedule a training session** if you need hands-on help
- **Shadow an experienced member** on Thursday or Sunday

There are no dumb questions. We'd rather you ask than guess.

Contact

Worship Ministry Lead: Kenei
Email: worship@minnesotafamilychurch.com
Phone: 319-290-5056

This handbook is a living document. As we learn and grow, we'll update it together.

Last Updated: Jan 18, 2026

Revision #3
Created 2026-01-19 02:19:20 UTC by Admin
Updated 2026-01-19 02:43:33 UTC by Admin