

Bethel Business Committee

Policy & Procedure #013

March 2016

Audio, Visual and Computer Equipment & Licensing Policy

This policy governs the management and use of audio, visual and computer equipment and the licensing of applicable software at Bethel Bible Chapel.

The purpose of this policy to make sure that the equipment referenced herein is available and in good operating order for the support of Bethel's ministries.

It is intended that all aspects of this policy are in accord with Bethel's Policy 014 . Facilities Use Policy for Bethel Bible Chapel. If any part of this policy is in conflict with 014, Policy 014 will govern.

Equipment governed under this policy includes:

Audio: All audio related equipment owned by Bethel Bible Chapel including but not restricted to

- Sound boards, power amplifiers, audio effects controllers, equalizers
- Hearing impaired equipment, headphones
- CD Players, Tape Decks
- Digital Voice Recorder
- Microphones, Microphone Cables
- Monitor Speakers, Monitor Cables
- Microphone Stands, Music Stands
- Miscellaneous cables
- Other ancillary equipment

Video: All video related equipment owned by Bethel Bible Chapel including but not restricted to

- Digital Projectors (portable)
- Overhead Projectors (Ceiling Mounted)
- DVD/VCR Players
- Elmo (document projection camera)
- Televisions (Sunday School rooms, Fireside room)
- Wireless presenters
- Miscellaneous cables
- Other ancillary equipment

Computer: All computer related equipment owned by Bethel Bible Chapel including but not restricted to

- Laptop Computer (Mac Book . Fellowship Hall)
- Desktop Computer (iMac . Sanctuary)
- Desktop Computer (HP . Chapel Office)
- Printer (Chapel Office)
- Photocopier,
- Blank DVD & CDs
- Power Bars & Extension Cords
- Computer Networking: Router, switch, cabling, wireless

- Other ancillary equipment

Lighting:

Stage Lighting (sanctuary), (cans and controller)

Circulation Policy of equipment:

See Policy 014 – Bethel’s Facility Use Policy, Section 7 (a) which reads:

“7. a) Equipment including instruments, audio-video equipment, computers and the like, shall not be removed from the premises except for repair and maintenance purposes. Notwithstanding, such equipment may be taken off site in direct support of a Bethel ministry and under the care and supervision of the appropriate ministry leader and AV technician if required.”

For use outside the Chapel, equipment shall only be taken off site in direct support of a Bethel ministry, at the request of the ministry leader, and under the supervision of an AV Technician, approved by the AV technical director.

Daily Use Policy of equipment:

People may use equipment on which they have been adequately trained in its current location within the Chapel. The degree of training required is equipment specific and is determined by the AV technical director. ***All AV equipment in the sound booths in the Sanctuary and Fellowship Hall must be setup by an AV technician or a user who has been trained by an AV technician approved by the AV technical director.***

Equipment may not be relocated from its current position or reconfigured except as outlined below without the approval of the AV technical director or, in his absence, by an AV Technician approved by the AV technical director.

Laptop computers, portable projectors and other equipment which by its very nature is intended to be portable: All users must be trained by an AV Technician. Once the user has experience connecting, configuring and using the equipment, they do not need AV Technician assistance.

Photocopier, televisions, VCRs and DVD/CD players (except the DVD/CDs in sound booths) are for general use and specific training by the AV team is not required.

When additional set-up of audio equipment is required it should be under the supervision of an AV Technician.

Audio Video problems:

Contact the AV technical director or one of the AV Technicians either by phone or email with details, as soon as possible. (List of AV staff are posted in both sound booth areas)
Leave notes about other matters such as broken equipment on the AV Technicians sound booth.
Please date and sign the notes.

Audio Video Training:

Contact the AV technical director or one of the AV Technicians.

Computer Software Licensing:

Licensing of MS Office or any other software used by Bethel Bible Chapel members will be granted through a review by the business committee. Licenses will be owned by Bethel Bible Chapel. Licenses will be purchased by Bethel Bible Chapel. Software is never to be copied to other computers without the knowledge of the Software License Trustee. To purchase software needed by the church, contact the Software License Trustee (AV Technical director) who will bring the need to the business committee for review.

Audio/Video Church Support

Darren Linquist - Audio Video Technical Director (Software License Trustee)

Steve Lorenzo . Audio Technician

Andrew Ferguson . Audio/Projection Technician

David Scott . Audio/Projection Technician

Eric Moss . Audio/Projection Technician

Joan Dufour . Projection Technician

Nathan Lambert . Projection Technician

Nathan Robert . Audio/Projection Technician

David Carlascio . Audio/Projection Technician

Rejean Routhier . Audio/Projection Technician

Phil Marshall . Audio/Projection Technician

Len Peake . Projection Technician

Spare Support

Chris Geroux . Projection Technician & Computer Consultant

Janice Black . Audio Technician

Raymond Bone . Audio Technician

Meredith Bone . Projection Technician

Women's Ministry Support

Joan Dufour

Jennifer Lambert

Marion Marshall

Ruth McLellan

Meredith Bone

Many of the worship team members have been trained to setup and disassemble microphones and monitor systems. It is appreciated that AV equipment be disconnected and returned to their storage locations either in the AV green room or behind the wall on the platform at the conclusion of each service.