# C I T Y   O N   A   H I L L

# Church Online Production Team Member role profile

## Introduction to the Church Online production team

We love to be together as our Community for our regular Gatherings. To help facilitate the Gatherings we have a variety of Teams that work together to create a space for people to meet with God online and to build relationship with one another.

The Church Online Production Team does this by filming and producing video content such as preaching, hosting, worship, and promotional videos. The Production Team helps individuals from any country connect in with what God wants to share with them through Church online.

## What are the key responsibilities for the roles within the Church Online Production Team?

## Videographer
- Ensure all the equipment are fully charged and ready for use before the filming day.
- Film the Preach, hosts, (currently on a Sunday morning before the service) and worship, which is filmed during the in-person service at the moment.
- While filming, ensure the sound is recorded and direct the filming as needed (runsheet provided).
- Ensure the footage from filming are uploaded to the software.
- Once all the clips have been uploaded, inform the appropriate people editing the service for that week (rota provided).
- Recharge the equipment before handing over the to the next videographer. Arrange a time to hand over to the next videographer before the next filming session.
- Detailed SOP can be found here

## Worship editor
- Combine worship audio and video recording
- Add the lyrics to the worship
- Detailed SOP can be found here.

## Main Editor
- Take pre-recorded online service clips and assemble/edit into church online service
- Upload the final service to schedule on YouTube, Facebook, and platform
- Detailed SOP can be found here.

## MP3 editor (audio only)

- Trims preach out of online service.
- Uploads preach only clip into YouTube. See tutorial [here](#).
- Extract audio from preach only clip.
- Clean audio from preach only clip. Detailed SOP on how to clean audio found [here](#).
- Upload as podcast (using subsplash). See video tutorial [here](#).
- Detailed SOP can be found  [here](#)

## Script writer

- Writes script for online service hosts only.
- Write runsheet for platform hosts.
- Detailed SOP can be found [here](#).