

## **Audio/Visual Support**

**Ministry Description:** The audio/visual support is responsible for facilitating the various aspects of lighting, sound and video throughout camp. They will work alongside the priests, hosts, and musicians every week to coordinate any specific A/V needs for the various sessions, Masses and more. They play a large role in setting the tone, mood and pace of summer camp with their control of the lights and sound, and need to be organized and focused in order to keep the week moving fluidly. The A/V support is in charge of setting up and breaking down any equipment needed to provide sound or lighting away from the main meeting areas, such as bonfires, lake rules announcements and outdoor Masses. The A/V support is an extremely mobile and flexible position on the service crew, requiring positive time management and multitasking skills. The A/V support will need to practice obedience and radical hospitality towards the priests, hosts, and musicians as schedule changes (including those based on weather) may require extra or last minute work on your part. You are expected to remain flexible, calm and accommodating to any and all adjustments made throughout the week. You may be asked to help in the facilitation of the high ropes course as well.

### **The main tasks each week for each activity include:**

#### I. Pre-Camp Inspection/Check-Ins

- A. Before campers arrive on Monday, the A/V support should make sure the entire meeting space is reset and ready for a new week of camp. This includes checking speaker levels, adjusting the spotlights, cleaning off and organizing any dirty or unorganized equipment and moving the stage pieces if necessary.
- B. Meet with Host: Meet with the host for the week prior to the first session in order to see if there are any specific pictures, video clips or other media elements they wish to have cued up for their talks.
- C. Meet with Musician: Meet with the musician for the week prior to the first session in order to soundcheck (1 pm in schedule) and get them comfortable in the musician area. Provide any extra equipment they may need including but not limited to: microphones, keyboards, monitors, mic stands, guitar stands, XLR cords, line cables, direct boxes, chairs. Make sure you have the lyrics on ProPresenter of all songs the musician is planning to perform.
- D. Meet with Priests: Meet with priests prior to first Mass of the week to explain the use of any equipment, such as how to mute a microphone, etc. Provide any requested equipment or media such as sound clips or lapel mics if requested. For the Eucharistic preparations, provide a mic stand made for tables, so the priest has full use of hands while also still being heard.

#### II. Main Meeting Room control

During any activities or sessions in the main room, the A/V support is in charge of maintaining proper levels and visuals of the lights, sound and video. You will need to be present in the main room for every session, and it is vital that you are in control of your lights, sound and video every session.

- A. Lights-Using the light channel mixer, the various spotlights and LED lights positioned around the room are to be used to direct the focus of the campers as well as set the mood and tone of the session. It is important to check the mixer every week to make sure you know what area or light each channel is connected to. Certain activities such as adoration or a skit may require the adjustment of these lights, so a ladder will often be necessary to make quick adjustments before sessions. Side note: at least one light should always be reserved for the crucifix if one is present in the room
- B. Sound- Using the sound mixing board and your laptop, control the sound levels of any music played from your computer, live music performed by the musician, talks from the host or other speakers and videos played from your laptop. Your computer

should be connected to a mixer channel via either a USB soundcard hookup or a 1/4 to 1/8 line cable. Any audio program will work for the most part, but iTunes is often the preferred program. You will need to make sure you know which channels on the mixer connect to the various instruments and microphones of the musician and/or host. It will be necessary to transition very quickly with the sound, as one second you will be playing music as the campers come into the room, and then running the sound for the musician to perform, followed by the host giving his or her proclamation, or maybe a video. Maintaining clean and continuous sound levels is vital to the fluidity of each session and the overall week.

- C. Video- Using ProPresenter, you will control what appears on the various TV screens around the room of the main meeting area. This can range from videos related to talks, lyrics for the musician, countdowns for when the campers are entering the room, and projecting news, details, instructions or announcements. This portion will require the most coordination with other people, as you will need to speak with the camp coordinator about directions and instructions for the campers, and speak with the musician to know which songs will be played for each session. It is vital to have accurate and continuous lyrics during praise and worship sessions, so that everyone may sing along. It is also a vital tool when a quick announcement is needed, such as asking everyone to move further into the room, or be quiet. The mastering of ProPresenter is not easy, but necessary.

### III. Mobile A/V

Any activities or events that take place away from the main meeting area and require sound or lighting are the responsibility of the A/V specialist.

- A. Portable sound system- This will serve as the main audio source, providing music and a mic for announcements for events such as: mud pit, messy games, ice breakers, emergency situation briefing, lake rules announcement, outdoor Mass, bonfires, camp picture and more.
- B. Outdoor Mass- It is your responsibility for the setting up and breaking down of any A/V equipment needed for outdoor mass. This will require time management skills and an organized routine in order to efficiently have everything up and running in time for mass and then clean up and break down in time for sessions.

**Who:** One service crew member will fulfill the role of audio/visual support at a Life Teen Summer Camp.

**Housing:** Housing for the audio/visual support will be with fellow service crew members of the same gender.

**Community:** A/V support will serve in the community of service crew, but with a large amount of time also spent working with summer staff. They will go to all service crew formation sessions possible.

**Mission Partnering:** Audio/visual support will be asked to raise \$100 per week of their time serving camp. Life Teen will match that amount dollar for dollar up to \$100 per week (\$200/week total).