



**Ministry Position: Audio Visual Operator**

**Date Last Reviewed: January 2026**

---

◆ **Position Overview**

This role is responsible for setting up, operating, and shutting down the liturgical slides (projecting prayers, hymns/song lyrics) and the sound system used during Mass services and/or special events.

◆ **Activities/Responsibilities**

- Prepare liturgical slides in advance and send the final version to the Pastor, office team and other operators for review.
- Coordinate with different choir group conductors to confirm which hymns are to be used.
- Be present in the audio-visual area 15 minutes before Mass to set up and ensure that the slides, audio, and visual equipment are in proper working order before Mass.
- Turn off slides, audio, and visual equipment at the end of Mass.
- More specific task relating to equipment:
  - Set up microphones/instruments
  - Control the mix wirelessly using an iPad
  - Set up projector and video source
  - Operate the camera and web streaming system
  - Operate projectors, speakers and monitors in main church and/or in other areas (e.g. hall, lobby)
- Maintain slides library.
- Be faithful to the schedule of assignments.
- In case of unforeseen events, find replacement if unable to fulfill scheduled assignment.
- If multiple operators, a designated volunteer may be selected to coordinate a monthly schedule for assignments.
- Participate fully in the Liturgy as an exemplary member of the assembly.
- Report to the Pastor of any needs.

**The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.**

<b>Other specifics:</b>
•
•
•
•



Archdiocese  
of Toronto

### ◆ Skills, Experience and Qualifications

- Is an active participant in parish worship.
- Is recognized within the parish community as a person of good reputation.
- Familiar with the order of the Mass.
- Familiar with audio-visual equipment.
- Familiar with navigating Microsoft PowerPoint presentations and using a slide advance clicker.

### ◆ Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Is honest, trustworthy and enthusiastic.
- Is able to communicate well with others.
- Has the ability to work independently or as part of a team.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Demonstrates a spirit of generosity.

### ◆ Screening Requirements

This is a General Risk Position.

Note: This position can be considered High Risk if the volunteer will have access to the keys or code to the parish, will handle money/collection, or will assist minors, the elderly or those with disabilities. An asterisk (\*) identifies all High-Risk screening requirements.

Before volunteering begins:

- Complete a Volunteer Application Form
- Attend interview and have personal references checked\*
- Complete a Police Information Check \*
- Complete appropriate training and orientation

After volunteering begins:

- There will be supervision and periodic evaluations
- An annual Offence Declaration and a new Police Information Check every 5 years\*
- Participant follow-ups may be conducted\*

### ◆ Orientation and Training

Standard parish orientation program, including AODA training. Training pertaining to any audio-visual equipment.



## Archdiocese of Toronto

### ◆ Participant Group

There is no participant group. There will be collaboration with the Pastor, Pastoral Team, Parish Staff, Choir Directors/Members and possibly other audio-visual operators.

### ◆ Support, Supervision and Evaluation

The Pastor and/or Pastoral Team is the first level of support, supervision and evaluation.

### ◆ Length of Ministry Appointment

Click here to enter either Three or Five (3 or 5) year term with the ability to renew. (General Risk)

### ◆ Benefits and Working Conditions

- Will directly contribute to the social well-being of the parish community.
- Will further develop relational skills.
- Opportunity to perform community service and gain experience for the purpose of school or career advancement.
- Must be able to attend the orientation session and training sessions as required.
- This is a volunteer position requiring a time commitment of \_\_\_\_\_ hours per week/ \_\_\_\_\_ hours per month.

*In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodation to individuals with disabilities. Prospective and current volunteers are encouraged to discuss potential accommodations with their Pastor.*

This Ministry Position Description accurately reflects the ministry of **Audio-Visual Operator** currently practised at, **Click here to enter Parish name.**

**Pastor's Signature**  
(Click here to enter the  
Pastor's name)

**Parish Volunteer Screening  
Coordinator's Signature**  
(Click here to enter the  
Coordinator's name)

**Date**

**Prepared by: Archdiocese of Toronto, Volunteer Screening Department**