

# STUDENTS PROPRESENTER OPERATOR

## GOSPEL CITY CHURCH

**Department:** Student Discipleship

**Summary:**

The Students ProPresenter Operator supports weekly Student Ministry gatherings by preparing and operating the presentation system used in Cornerstone. This role oversees slides, lyrics, videos, games, announcements, and other visual content throughout the gathering. Because ProPresenter communicates with the lighting system through MIDI, this role also helps oversee lighting changes by ensuring the appropriate lighting scenes are triggered at the correct times.

Technical experience is helpful but not required. Gospel City Church will provide training on ProPresenter, presentation systems, and related procedures.

**Reports To:** Worship + Production Department

**Status:** Part-Time

**Type:** Volunteer

**Supervisory Role:** No

**Campus:** All (office: Granger)

**Serving Schedule:** Wednesdays, 5:30–9:00 p.m., scheduled on a consistent rotation based on availability. Volunteers are expected to serve at least once per month, with the opportunity to serve more frequently—including weekly—if desired.

**Commitment:** One school year, serving within an agreed-upon and dependable rotation.

**Special Events:** Additional opportunities may be available throughout the year based on volunteer interest and availability.

**Primary Responsibilities:**

1. Prepare the Presentation System
2. Operate ProPresenter
3. Oversee Lighting Changes Through MIDI
4. Support Student Ministry Leaders and Presenters

**Qualifications:**

- Dependable, punctual, and attentive to detail.
- Demonstrates a personal enthusiasm for Student Ministry.
- Comfortable using—or willing to learn—ProPresenter, presentation computers, video playback, screen outputs, and lighting cues.
- Able to follow a service flow and respond accurately to verbal and visual cues.
- Able to follow technical procedures and checklists consistently.
- Able to remain calm and solve basic problems when technology does not work as expected.

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- Communicates clearly with students, presenters, ministry leaders, volunteers, and staff.
  - Demonstrates a willingness to receive training and follow the direction of the Student Discipleship Administrator and Worship + Production Department.
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## **Essential Duties and Responsibilities:**

### **1. Prepare the Presentation System**

- Arrive early enough to turn on and test the Cornerstone presentation system before students arrive.
- Confirm that slides, lyrics, videos, announcements, games, countdowns, and other media are complete and organized in the correct order.
- Test videos, audio playback, screen outputs, and other presentation elements before the gathering begins.
- Report damaged, missing, or malfunctioning equipment to the appropriate staff member.

### **2. Operate ProPresenter**

- Review the gathering flow and presentation content with the Student Ministry leader before the gathering begins.
- Advance slides throughout teaching, worship, announcements, games, and other gathering elements.
- Follow presenter and ministry-leader cues accurately.
- Make reasonable last-minute changes to presentation content when requested.
- Respond to presentation, video, or screen issues during the gathering.
- Coordinate with the Audio Operator when videos, music, or other media include audio playback.
- Properly shut down equipment following the gathering.

### **3. Oversee Lighting Changes Through MIDI**

- Confirm that the appropriate MIDI lighting cues are included in the ProPresenter presentation.
- Test lighting cues before the gathering begins to ensure they trigger the correct stage and room lighting scenes.
- Advance ProPresenter cues at the proper times so lighting changes occur as planned.

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- Monitor lighting transitions throughout the gathering and identify when a scene does not trigger correctly.
  - Communicate lighting or MIDI problems to the appropriate production leader.
  - Use established fallback procedures when a lighting cue does not function as expected.
  - Properly shut down equipment following the gathering.

#### **4. Support Student Ministry Leaders and Presenters**

- Communicate with presenters, hosts, worship leaders, and ministry staff regarding presentation cues and media needs.
- Review any unusual slide, video, game, or lighting transitions before the gathering begins.
- Respond calmly and quickly to technical problems.
- Properly close ProPresenter and shut down presentation equipment following the gathering.
- Provide presentation support for special Student Ministry events as scheduled and available.
- Participate in training and periodic refreshers provided by Gospel City Church.

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### **OTHER SKILLS / COMPETENCIES**

- Technical aptitude and willingness to learn
- Timing and attention to detail
- Problem-solving and initiative
- Clear communication
- Dependability and preparation
- Collaboration and servant-hearted support

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### **SPIRITUAL & CULTURAL EXPECTATIONS**

- Member, or willing to pursue membership, at Gospel City Church.
- Demonstrates a life of integrity and character that reflects a mature, Spirit-led walk with Jesus Christ as Lord and Savior.
- Identifies closely with and supports the mission, vision, and doctrinal position of Gospel City Church.
- Models servant-hearted leadership and is willing to serve faithfully in a primarily behind-the-scenes role.

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- Understands that excellent presentation and lighting support helps remove distractions and creates an environment where students can worship, hear biblical teaching, build relationships, and grow in their faith.