



# Presentation Position Profile

**Department:** Technology Ministry Team  
**Supervisor:** Technical Director  
**Exempt:** No  
**Category:** Volunteer  
**Date Last Revised:** 7/7/2020

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## Summary

The purpose of this position, under the direction of the Technical Director is to assist in the presentation graphics and lyric support of the weekend experience.

## Big Picture

- Create Liturgical dated/graphic for weekend Masses
- Create lyrics slides as needed and create Mass Readings/response slides as needed
- Order lyric slides and other slides/ graphics for weekend Mass and other events
- Run ProPresenter presentation software during the services
- Run ProPresenter for special events

## Details

### ***Create liturgical date graphics for weekend Masses***

- Using / Creating template input liturgical calendar date, Scripture readings for the Mass formatting the text properly so it fits on screen
- Slides to be finalized into ProPresenter

### ***Order lyric slides and other graphics for weekend Masses***

- Build a playlist of the songs for the service, adjusting the order to match what is being sung

### ***Run ProPresenter presentation software during the Masses***

- Staying focused during the songs, advancing the lyric slides in time with the music
- Following along with priest / Mass responses, lectors, announcements, advancing slides to match

### ***Run ProPresenter for special events***

- Based on availability, running ProPresenter on such day as Holy Days, Good Friday, Christmas or Christmas Eve or other parish events

# CC TECH Ministry Team

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## Qualifications:

- A committed, growing follower of Jesus Christ
- Authentic and consistent in his/her own spiritual walk and relationships
- A desire to learn and develop techniques for composition, layout and basic design
- Ability to follow verbal and written instructions and stay focused during the Mass
- Basic knowledge of PowerPoint or Keynote and word processing software
- Basic Understanding of computer-based file structure (hard drives, folders, files)

## Time Requirements

- 4:20 PM - 6:15 PM Saturdays
- 7:40 AM - 1:15 PM Sundays
- Time to create lyric and scripture reading slides as needed (approx. 1hr. - may be done during the week)
- It is preferable to serve the entire weekend; however it is may be acceptable to serve for just single Mass times dependent on other presenter tech volunteer's availability
- Presentation techs may rotate weekends dependent on other presenter tech volunteer's availability scheduled in advance

## Physical Demands:

The Presentation Tech must possess mobility to work in a video production equipped environment while also maintaining an appropriate reverence for the Liturgy. Specific vision abilities required by this job include vision to read printed material and a computer screen, color vision and depth perception; hearing and speech to communicate in person. The Presentation Tech must also frequently use hands to finger, handle or feel objects, controls, keyboards and mice. The Presentation Tech must possess mobility to walk up and down a ladder or stairs and sit in position for extended periods of time.

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_