



Serve Team Responsibilities

Thank you for your commitment to serving at Rally, the young adults initiative of CLA Church. Below is a list of responsibilities when serving as a **SOUND TECH**.

#1 | PRE-SERVICE

We ask that our volunteers all attend our pre-service prayer at 7pm in the conference hall. Before that, our **sound techs** are asked to:

1. Set up the stage for the band that is showing up (check PCO to know the exact amount of musicians and vocalists).
 - i. Turn on the MixRack and then the Soundboard.
 - ii. Run the ME1 units for the three vocalists, and the 1 keys player. Connect the corresponding Ethernet cable to the "Link in" socket and the TRS cable to the "Stereo Out" jack if applicable.
 - iii. Run the ME 500 units for the Bass and EG players. Connect the corresponding Ethernet cable to the "Link in" socket and a headphone extension to the headphone jack.
 - iv. Set up XLRs to the vocal mics, Acoustic Guitar, and EG (inputs 7 & 8) from the small stage box in the center of the stage.
 - v. Set up XLRs to the keys (labeled on the stage right wall sockets) and bass (stage left wall input 25).
 - vi. Set up XLRs to MD (refer to the Dlive's input based on who is MD'ing).
 - vii. Put out DI boxes and patch cables for any musicians that need them (keys, EG's, sometimes bass).
 - viii. Put out mics and the correct size mic clips for vocalists.

- ix. Remove the middle curtain and move the dividing wall to make sure we can see the drummer.
2. Check all instruments' gain and input levels so that they can start practicing right away.

#2 | DURING SERVICE

1. Be on the board at major moments during the service (just before
2. Mix the service to a *max* of 98db loudness (A weighted).
3. Run background music (from the ProPresenter computer) during pre-service, mingling, and post service.
4. Record the sermon using the Zoom H6 next to the board. This gets plugged in by the spare XLR to the 1st channel, and gain can be set by the knob next to it. Please ask Jacob for any clarification on how to set this up.
5. Mix post sermon worship a little quieter to prioritize ministry time.
6. End the recording at the end of the sermon.

#3 | POST-SERVICE

1. Play some fun music at a volume just loud enough so that people can still have conversations.
2. Tear down the stage.
 - i. All XLR's and patch cables get coiled and put onto the hooks in the sound closet.
 - ii. All DI boxes and wired mics go into the mic case on the workbench.
 - iii. All wireless packs and mics go back onto the chargers in the server rack.
 - iv. All ME units get disconnected and put back in the closet.
 - v. The keyboard gets put in it's case with the power cable and sustain pedal and put in the closet.
 - vi. Put back the middle curtain and dividing wall.

vii. SHUT DOWN the soundboard and then the MixRack.

Thank you so much for choosing to volunteer with our team and serve our community. It is tangible the impact it makes when you choose to put aside time to serve those who are coming. God Bless you and thank you again!

Rally Young Adults Team