

North East – Brierley | Hemsworth | Monk Bretton | Ryhill | Staincross

South – Hoyland & Birdwell | Darfield Wesley | Great Houghton | Pilley | Wombwell

North West - Buckley | Dodworth | Emmanuel | Higham | Kexborough

Volunteering Outline - Role Description

Volunteer Role Title: **PA / Tech Operators**

Location: Barnsley Methodist Circuit

Responsible to & supported by: Ministers, Lay Workers, & Church & Chapel representatives

What is the PA / Tech Operators role?

Ministers, worship leaders, and the congregation lifts their voices together - but behind it all, in the sound booth or tucked away at a computer at the back of the chapel, another group is faithfully serving: the church media team (also known as PA or Tech Operator). Whether you're running slides, operating sound, managing lighting, or live streaming, your role matters more than many people realize.

Skills Required

- Simple computer skills
- Good organisational skills
- Willing to learn new skills
- Able to pay attention to service cues

Time / Commitment Required

- 1-2 hours during the week before the service
- Approx. once per month on a rota
- Ad Hoc services eg Christmas Carol Service, Contemporary Worship

The role of a PA / Tech Operators?

- Contact the Worship Steward or Minister the week before the service
- Upload all slides, YouTube clips & words for hymns (as required)
- Arrive about 30 minutes before the service to set up
- Check all mics & screen before the service
- Live stream (if applicable)

What requirements are needed to fulfil the role of a PA / Tech Operator

- Recommended but not compulsory - completion of the Foundation module: Creating Safer Space: Safeguarding Children, Young People and Vulnerable Adults Course which takes approx. 2-3 hours (every 4 years) & passing on any observed or communicated concerns or worries relating to any person attending the chapel to the Worship Steward, Safeguarding officer and / or minister.
- Recommended but not compulsory - a satisfactory Enhanced Disclosure from the Disclosure Barring Service (DBS) (every 5 years) – volunteers will be asked to provide all relevant documents for these checks. There is no cost to the volunteer for this check.

- Recommended but not compulsory - completion of the EDI (Equality, Diversity & Inclusion) Training Course.
- Recommended but not compulsory - completion of the Unconscious Bias training.
- Recommended but not compulsory - First Aid certificate (every 3 years).

This role outline was approved by Barnsley Circuit Meeting on 17th September 2026 and will be reviewed annually.

Please refer to the Circuit website for contact details of all chapel Leadership Teams, Church Council members, Circuit Meeting representatives & Circuit Leadership Team members.