

# **SEMINAR RECORDING (over 18's only)**



**RESPONSIBLE TO:** Seminar Recording Team Leader

**AIMS:** The Seminar Recording Team is responsible for recording seminars and main meetings, duplicating and packaging these CDs/DVDs and selling these in the Market Place on site. These recordings are an invaluable resource to Soul Survivor delegates, both at the events and after.

**DUTIES:**

- \* To attend all team meetings during the event.
- \* To be punctual at all times.
- \* To work under the instruction of your Team Leader.
- \* To be friendly, efficient and helpful at all times.

**EXPERIENCE:** No previous experience is needed, as full training will be given. You must be 16 years of age or over.

## ***Recording***

- To arrive at your designated venue AT LEAST 30 minutes before the session begins, to set up and check equipment. To contact your Team Leader if for any reason you are delayed.
- Stay for the entire seminar making sure to record the full talk, closing prayer and any Question times
- Deliver the recording masters to the recording and duplicating building directly after the seminar ends.
- To use the equipment appropriately, and to report any faults IMMEDIATELY.
- To ensure that the sound levels set by SS Production are adhered to at all times.
- To make sure that you are always aware of your timetable for the day – what venues you will be allocated to and what time you need to be there.
- To make yourself known to a member of the Seminar Host Team at each Seminar Venue.

## ***Duplicating & Packaging***

- When recording, duplicating and packaging – to work with focus and efficiency.
- To ensure that you are always checking quality and accuracy
- To use the equipment appropriately, and to report any faults IMMEDIATELY.

## ***Uploading talks to the website***

- Talks are uploaded to the website on a daily basis with accuracy and efficiency.
- To report any technical problems to your team leader as a matter of urgency.

## ***Selling***

- To have a good understanding of seminar content and the various different teaching streams.
- To maintain stock levels for sale in the marketplace.

## **TEAM TRAINING:**

There will be a Team meeting at 4pm on your day of arrival, which you **MUST** attend. Successful applicants will be sent details of this Team meeting at a later date.

There will also be a Holy Spirit and His Gifts training day at Soul Survivor Watford Church on Saturday 15<sup>th</sup> May. Further details can be found on our website.

## **CONCESSIONS:**

Team members receive a free pass to the event. You will be provided with 3 meals a day, but you will be responsible for providing your own accommodation. Your first meal will be an evening meal on the first day of the event (Day 1) and your last meal will be on the evening of the final day of the event (Day 5).

## **CONDITIONS:**

Soul Survivor has outlined certain values and principles for ministry, which should be read and understood. Whilst on a team at Soul Survivor, you are expected to accept and work out of these values at all times.

## **BOOKING:**

The application form is also your booking form, and therefore there is no need to send in a separate booking form. Please note that in filling in this application form the Soul Survivor Booking terms and conditions apply. We ask that you do not send in any booking fees with this application, as this team receives a free place to the event. If, however you are unsuccessful in your application, then we will require that you either cancel your booking in writing, or send full booking fees to gain a pass to the event.

## **REFERENCE:**

The referee you nominate on your application must not be related to you in any way. If the minister of your church is a relation, please use another leader from your church and specify their job role.

## **APPLICATION PROCEDURE:**

Once we have received your application we will be contacting your Minister or Church leader for a reference. We will also be police-checking all applications. As you can appreciate, these procedures take time, but we will endeavour to keep you posted regarding the status of your application. Should you have any questions or queries about your application at any stage, please feel free to contact us at the Soul Survivor Offices. Once you have been accepted onto the team we will send you a letter confirming this and detailing other important information.

**We look forward to receiving your application soon!**