

VIDEO PROJECTOR POLICY

Fellowship Bible Church
2710 Ralston Avenue, Belmont
(650) 591-1322

I. AUTHORIZED USERS

- A. Church Staff trained by A/V Staff
- B. Audio Visual Committee
- C. Worship Leaders
- D. Approved by Deacon overseeing AV & having been trained in setup and operation

II. USAGE

- A. Sunday Worship Service
 - 1. Set up either Saturday evening or by 8:00 a.m. Sunday morning
 - 2. All presentations must be submitted by floppy disk no later than 8:00 a.m. Sunday morning

All Emcee's, worship leaders, speakers, etc...who require the video projector must contact and make arrangements with an authorized user to make sure everything is set up and working properly at least 15 minutes prior to the beginning of service or meeting.

EXPLANATION: We should be ready to begin service promptly at 8:15 a.m.

- B. Conferences & Special Meetings
 - 1. Set up and working properly at least half an hour prior to start of meeting
 - 2. It is the responsibility of individual(s) coordinating special meetings, etc. to make sure that an approved & trained A/V person handles the use of the projector

IV. BORROWING THE PROJECTOR

- A. Fellowship Groups
 - 1. Fellowship groups wanting to use the projector for their meeting must get approval from A/V Deacon and pastors.
- C. Other Events / Activities
 - 1. Individuals may NOT borrow/use the video projector for personal use
 - 2. The projector may be borrowed for ministry events pending approval by A/V Deacon & Pastors:
 - a. Weddings
 - b. Memorials / Funerals

IV. SECURITY

- A. Last person to use the projector will be responsible to make sure the projector is put away in the Treasurer's office at the end of usage. Door is to be shut and locked.