

FOUNTAINGATE CHRISTIAN ASSEMBLY

CD/DVD DUPLICATOR DISTRIBUTION SCOPE OF MINISTRY

Purpose: To ensure that all the preaching messages are properly recorded, filed and distributed.

A. TIME REQUIRED: Two hours week for a minimum of one year.

B. QUALIFICATIONS: One who has a strong desire to see God's Word spread through the means of duplication and distribution. One who has a servant's heart and understands the special needs of shut-ins and those who are temporarily ill.

C. SPECIFIC RESPONSIBILITIES:

1. Commune with the Lord.
2. Answer directly to the Sound Board Ministry Leader.
3. To make sure that the laptop is set up with the proper name of the sermon. Make sure that the camera is properly set up and a signal is sent to the nursery. Once the message is recorded, duplications are to be made according to the Order Forms and distributed to the one requesting them. This may require them to be mailed.
4. All MASTER files/discs are to be stored in such a way that they can be retrieved quickly through a data base. Proper labels are to be attached to each and every disc (including the title, speaker, date, Am or Pm service; MASTER).
5. To ensure that there is always an adequate supply of blank discs, cases and labels. Larger supplies may need to be made when special services are announced.
6. To pass on discs to the Senior's Ministry Leader for any shut-ins. It would be advised to develop a loaning system for those who are on a limited budget. Also to ensure that those who serve on Sundays and are unable to hear the sermon can get a free copy if they desire one.

