

# TECH CHA DUTIES AND RESPONSIBILITIES

## PURPOSE OF POSITION

1. To assist both the Rollistas and the candidates during the Rollo by utilizing ProPresenter to project the outline of each talk on the TV monitors. This should relieve the Rollista of the need to spell difficult words, and should also benefit candidates who do not write at the same speed.
2. To assist candidates and team members during praise and worship by utilizing ProPresenter to project the words to songs being led by the music cha on the TV monitors. Georgia Mountains Tres Dias does have copyright permission for using copies of songs. Our License number is: 923272 from Christian Copyright Licensing International, this number should be shown on a PowerPoint slide of each song being used.

## TECHNICAL QUALIFICATIONS NEEDED TO BE TECH CHA

- Must be able to communicate effectively.
- Must be proficient in the use of Microsoft Windows 10 or higher
- Knowledge of Apple Mac iOS is recommended
- Should be proficient in the use of PowerPoint
- Should be proficient in the use of Pro-Presenter

## TECHNICAL RESPONSIBILITIES

1. It is essential that the Tech Cha either attend ALL team meetings, or that he/she designate or train another team member as their assistant so that this position is able to function effectively during the team meetings.
2. You will be given a laptop computer and trained on the tasks of this position during the area heads training. This computer is for you to use during the team meetings and weekend to project words during worship and outlines during the talks. The wording of the outlines (in PowerPoint) that are on the computer for each talk (professors and spiritual directors) is not to be altered in any way.
3. The Tech Cha must meet with the speaking professors at the earliest team meeting possible. This is to communicate to them the need to give the Tech Cha a copy of each of the talks (rollos) so that the tech cha can compare the PowerPoint outlines with the professors. The Tech Cha must ensure that the outlines match, neither the rollista nor the tech cha should be changing the outlines. The outlines as shown in PowerPoint are not to be altered. If the outlines do not match each other, please report this to the Rector. It is also imperative that the tech cha and rollista are aware of the allotted time for each talk. During the talk the Tech Cha should keep up with

the time, once the professor has 5 minutes remaining in the talk, the TechCha should hold up a sign that says “5 minutes remaining”. Once the total time for the talk has expired the Tech Cha should hold up a sign that say “Time is up”. If the professor continues on with the talk, it is the Rector’s responsibility to act if they so choose to do so. All the TechCha is to do is hold up the signs at the designated times and then once the professor sees them put them away.

4. The Tech Cha should also obtain from the Music Cha a list of the songs to be sung during the team meetings and the weekend. There are a lot of songs already listed in ProPresenter on the computer. If the song(s) the Music Cha is wanting to sing is not on the computer, the Tech Cha will need to create a ProPresenter slide set for that song(s). This can be done in PowerPoint on the Tech Cha laptop and imported into ProPresenter or this can be typed directly into ProPresenter by the Tech Cha.
5. If needed, the Tech Cha should prepare the PowerPoint song outlines at home and not during team meetings. Ideally, each verse would be on a separate slide, as well as the chorus on a separate slide. Again, many songs and most words to songs are already in the computer you will use. Check out what is available before attempting to "reinvent the wheel".
6. During presentation of the talk, keep a printed copy of each Rollo open as the PowerPoint slides are presented. In this way, you will be able to know when each point is about to be presented.
7. Ideally, each of the Rollistas' talks to the team should be presented by using ProPresenter. However, due to time restraints (many talks may be given simultaneously) this may not be possible. If all talks to the team cannot be given by using ProPresenter, the Rector should choose which talks he/she will be given by using PowerPoint.
8. It is the responsibility of the Tech Cha to make himself/herself familiar with the technical layout and operations of the sound board, music amp and equipment and remotes for TVs at the Camp of Colors. The Secretariat Webmaster will be available to train you on the operations of this equipment.
9. During the weekend, it is essential that the Tech Cha stay available at all times. Even when no talks are being given, the Music Cha may be told to "strike up a song" (we've all been there & know that this does happen) so you may need to get a song ready with little or no notice. Just be available and obedient.
10. Concerning the use of videos on a GMTD Weekend:

It is recommended that video presentations NOT be used during a GMTD weekend. However, if videos are to be used on a GMTD weekend they are to be approved by the Rector prior to the weekend. Additionally, the following types of video presentations are prohibited from being used on a GMTD weekend:

1. Those that include any sort of formal teaching or preaching, whether by pastors, evangelists, missionaries, Christian entertainers, etc.

2. Those that are designed as entertaining skits if they include content that is not in keeping within the current flow of the weekend.
3. Those that utilize current events in any manner are a violation of the cloister.

## CLOSING RESPONSIBILITIES

Ensure all sound equipment and TVs are turned off. Equipment such as cables and microphones should be returned to their stored positions. Clean up area in tech booth, throw any trash away. Turn in laptop and any other technical equipment you were given to the Webmaster.