

TECHNOLOGY (TECH) CHA

Duties & Responsibilities

Organization
Georgia Mountains Tres Dias

Revision Date:
June 20, 2026

Classification
Confidential / Internal Use Only

PURPOSE OF POSITION

To manage all of the technology needs during the team meetings and the weekend. This includes running the soundboard for speakers and worship leaders/musicians. Technology Chas use appropriate software to display Rollo outlines, training slides, song lyrics and videos on screens in the meeting room and the chapel. There are usually 2 persons assigned to this position. A Head Technology Cha who has demonstrated experience and/or knowledge required for this position and an assistant Technology Cha who may be new to this position. A laptop computer is issued to the Head Technology Cha for use during his/her tenure in this position.

POSITION DETAILS

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 worship cha on the TV monitors. Georgia Mountains Tres Dias does have copyright permission for using copies of songs. Our License number is: 2781034 from Christian Copyright Licensing International (CCLI), this number should be shown on a PowerPoint slide of each song being used.

QUALIFICATIONS NEEDED TO BE TECHNOLOGY CHA

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

TECHNICAL RESPONSIBILITIES

1. It is essential that the Technology 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. The laptop computer is also a backup computer in case the camp computer is not operable.
3. The Technology 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 Tech Cha 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 Tech Cha 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 Worship 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 Worship 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 boards, music amps 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 Worship 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:

Videos are to be approved by the Rector prior to the weekend. 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.

TRAINING

Training for this position is available through several avenues.

1. At the joint area heads meeting, the Secretariat Webmaster will conduct a training session and assign a laptop for your use during your team meetings and the weekend. Please make every effort to attend this meeting.
2. ProPresenter software has online tutorials that can be found on their website <https://renewedvision.com>. It is highly encouraged that you and your assistant go through the tutorials before starting your weekend.
3. If additional assistance or training is needed, arrangements can be made with the Secretariat Webmaster to meet at Team Setup or Send off.

CLOSING RESPONSIBILITIES

Ensure all sound equipment and TVs are turned off. Equipment such as cables and microphones should be returned to their stored positions. Equipment that belongs to GMTD must go back into the cabinet in the storeroom. Clean up area in tech booth, throw any trash away. Turn in laptop and any other technical equipment you were given to the Webmaster at closing or make arrangements to meet as soon as possible after the weekend is over.