

Volunteer Role Description and Agreement

Role Title	Managing Sermons Online
Staff Team Supervisor	Sarah Read
Responsible for	Uploading sermons recorded at HT on Sundays, to the website each week
Working Relationship with	Speakers at HT services, Sound desk volunteers, Office staff
Main Tasks	<ol style="list-style-type: none">1. Take the sermons from the sound desk each week, format and load on to the website2. Check we have permission of new speakers to put their talks on the website3. Notify the Church office of any problems with equipment or recordings
Skills	<p>Previous experience of website maintenance would be helpful but not essential.</p> <p>Familiarity with Audacity or other audio editing software would be helpful</p> <p>Ability and desire to learn how to update the website and work without supervision</p>
Approximate Time Commitment	Up to one hour per week
Agreement Length	12 months (rolling) with two months' notice