

**Grace Episcopal Church
Ministry Role Description
2025**

Ministry Name: Audio/Video/Streaming/Website (w/Bett)

Leader: Susan Taylor, susantaylor4@mac.com, 858-254-8794

Leader role, responsibilities and duties

- Video streaming and software set up (Sunday service, Celtic, etc.)
- Audio – record for Seung-Hye – add to website
- Build and maintain new website (includes maintain hosting server)
- Photograph events and photos for articles as needed
- Video RWC monthly & edit for eTimes
- Work with Bett on Cemsites (software) and be her supply when Bett away
- Offer tech support as needed
- Install & train on software as needed (I have my own equipment i.e. camera, computer, etc)

Ministry member role, responsibilities and duties

- Same