



Christ the King
Parish
Reading, MA

Audio/Video Tech Slide Advancer

06/26/25

MINISTRY PURPOSE:

- The purpose of the Slide Advancer is to advance the slides with the prayers and songs of the Mass, using the computer equipment available in each Church

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- A PowerPoint presentation is prepared for each Mass. The Slide Advancer clicks through the slides at the appropriate times during the Mass.
- Ministers should only serve one ministry position per mass unless there is no one else available to serve one or other essential positions.

QUALIFICATIONS:

- Prior to serving - In our ongoing efforts to provide a Safe Environment for all and to comply with Archdiocesan requirements, all volunteers must complete an annual CORI (Criminal Offender Record Information) form. In addition, all those in Liturgical ministries, must complete a one-time "Protecting God's Children (PGC) Training.
- Have some basic knowledge of how to operate a MacBook
- Able to follow the flow of the Mass and advance the slides forward; adjust if necessary
 - For example, frequently, not every verse of a song is sung, so you adjust based on what the group has decided to sing
- Be presentable and dress appropriately. (This does not mean suits for the men and formals for the women. Also, it does not mean ragged blue jeans, cut-offs, and tank tops.)
- Open to adults, teenagers, or youths under parental supervision



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PHYSICAL PERFORMANCE ELEMENTS:

- **Before Mass**
 - Arrive 20 minutes before Mass
 - Get the MacBook out of the closet in the sacristy and plug it into the cord for the projector; this may already be in place when you arrive
 - Open the presentation for the Mass on the desktop. (The date is in the title)
 - Get direction from the priest or musicians about any changes to the readings or songs
- **During Mass**
 - Start the slides with the opening song and proceed from there; be attentive
- **After Mass**
 - Exit the program and shut down the computer; disconnect the cord
 - Put away the MacBook in the secure closet in the sacristy

The duties and requirements described above are representative of those encountered during the performance of the essential functions of this ministry. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.