

Guidelines for Worship Media, Sound, and Livestream

Thank you so much for volunteering to help with the worship of our God! This document is an expansion of the Worship Team Vision that is specifically geared toward those working behind the scenes with media, sound, and livestream. Whether you're handling slides, cameras, or pushing faders, you are contributing to a crucial part of each service. In order to do your job with excellence more effectively, there are a few things you need to know.

Primarily, you are fully responsible for your area, which means four things:

- Leave it looking better than when you arrived
- Make sure *all* equipment pertaining to your responsibility is turned off when you leave
- Double-check *all* words, volume levels and battery levels before each service (Put any low non-rechargeable batteries in the recycle bucket)
- *Always* check Planning Center and become familiar with the song lists and scheduled musicians beforehand

Sound Specifics

Sound being such a critical part of each service, there are a few foundational details to be made clear. These must be kept in mind while you run the board (or the livestream).

Three questions to ask yourself throughout each service:

- Can I hear every instrument?
- Can I clearly hear the vocals?
- Is anything too loud or muddy?

I will leave the specific details to you, but there are a few things that need to be consistent. Calumet Street aims for excellence in all things for the glory of God and having consistency in key areas is very important to achieve that. These will become instinctive as you get used to them, but without them distractions from our primary duty of worship will abound.

- Sound levels *must be* at ~88 decibels. If anyone complains, say, "thank you for your input," and refer them to me (Ian).
- Vocal microphones *must be muted* while the pastor or elders are speaking and vice versa.
- Anything muted after practice and previous services *must be unmuted* before the service starts.
- When the computer is not playing a video during the service or music in between services, it *must be muted*.
- If you're not sure if any of the vocal mics are loud enough, *they're not*.

Media Specifics

When the media comes up too slow or the words aren't right it creates distractions from worship. This is an easily solved problem if it is approached with the right amount of focus. Focus will come easier the longer you run media, but at first it takes a concerted, intentional effort.

Running media is an integral part of each service. It must be done in conjunction with what's happening onstage. If you're not paying attention to the worship leader, the band, minister, or elders, that translates into missed cues, late slides and awkward pauses.

Your primary responsibilities for Media are as follows:

- Get to rehearsal (and let Ian know beforehand if your schedule interferes with Thursdays) early and make sure the sermon slides and video(s) are downloaded and ready to go.
- Make sure everything needed is in ProPresenter and in the right order. Be sure to take notes/adjust accordingly during Thursday practice on song order and words.
- Check that each video/track plays and looks right on the screen.
- No matter who sets up each service in ProPresenter, you must sit through each practice and check the words and their order as the band plays. If anything is off, *fix it immediately*, and if you're not sure, double-check with the worship leader.
- For the song slides, change to the next slide once the worship leader gets to the third to last word of each slide. It's already too late if you change the slide at the last word.

Livestream Specifics

We have a fair amount of shut-ins, people who are worried about their health, or people out of town, who watch our livestream regularly. For them, this is how they worship on any given Sunday. It's not as great as in-person, but sometimes this is just what is necessary.

Livestreaming is far more involved than the other media aspects of worship, as you're paying attention to sound levels, switching between cameras, adjusting accordingly, and making sure everything is streaming on Facebook/YouTube/Subsplash AND being recorded. It's a big responsibility and a lot to deal with at one time. This makes it crucial to be on top of things and make sure it's all running smoothly before we step on stage for each service.

Your Primary responsibilities for Livestream are as follows:

- Get to Sunday rehearsal on time to make sure the computer is turned on and running, cameras are charged, and ProPresenter is interacting correctly with the video switcher.
- **Make sure** sound levels and connections are good during rehearsal.
- Take notes during rehearsal to have an idea of when to switch camera views and what to do with the lyric feed
- Start the livestream **five minutes** before each service. Make sure you're recording to the computer, as well.
- During the service, **make sure you're consistently switching** between wide-angle views and close-ups to provide a variety of perspectives. During songs have the lyric feed up in Picture-in-Picture (PiP). Verses and graphics do not have to be in PiP the entire time during sermons; make sure they're present when the preacher is discussing them or transitioning. Videos must be in full picture.
- Keep the graphic on screen and audio going during Communion.
- [This video is a must-see](#) for this job, especially if you're not already familiar with shooting video!

Communication is always key! Make sure you're checking Planning Center, letting Ian know your needs and schedule changes, and cooperating with the rest of the worship team. If this is done, then we will be that much better at achieving excellence! I cannot know what you do not tell me.