



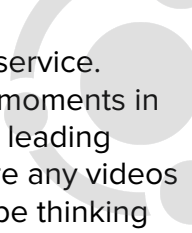
NEW COVENANT CHRISTIAN CHURCH CAMERA MANUAL

Our purpose is to provide an engaging online service while sending intentional camera shots and computer graphics to the proper place at the proper time!

If you are interested in this position, here are a few skills needed:

1. You need a willingness to learn how to use the technical equipment necessary. It takes training and practice!
 2. You need to be willing to serve both services for a full morning. You will arrive at 7:30am on Sunday mornings to view the order of service (OOS) and find your camera shots with the worship team on the stage. At 7:50am, we will brief, and you will be instructed on extra details to remember for that day. You will serve through the end of second service, so the total amount of time will be over 4 hours.
 3. You will need to embrace Planning Center Online and understand how to confirm and use the Services App.
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When you arrive on a Sunday morning:

1. Make sure the equipment you use is all on and functioning as expected.
 2. Look over the “order of service” (OOS) showing what is planned during the service.
 3. Talk yourself through what camera shots will need to happen at transitional moments in the service. How are you going to get from the welcome to worship? Who is leading which songs? What will happen from the message to the dismissal? Are there any videos to send full screen online? Think through the entire service so that you can be thinking ahead when we are live.
 4. The services are broadcast online from 8:25am-9:45am and 10:25am-11:45am.
 5. You are part of the team in the sound booth. Sometimes you may need to help with the light switches on the wall or give a reminder to the screens person. Communicate with the other team members in the booth if necessary.
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Helpful Hints:

Headroom: Headroom is the space between the top of the subject’s head and the top of the screen. There should be a little bit of headroom while you are filming (try to line up the person’s hairline with the top white line in your preview screen for a tight shot).

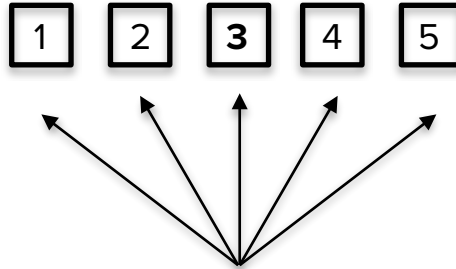
Most training will be in person and on YouTube, since reading instructions about the technical equipment will not be sufficient to understand it all. You will need a couple meetings to see and experiment with the equipment, as well as a couple practice runs during a service to get a feel for what is required before flying solo. Refer to the YouTube tutorial videos anytime to refresh and expand your knowledge!

On the following page, you will find the layout of camera presets on the camera controller. This is for both cameras 1 and 2.

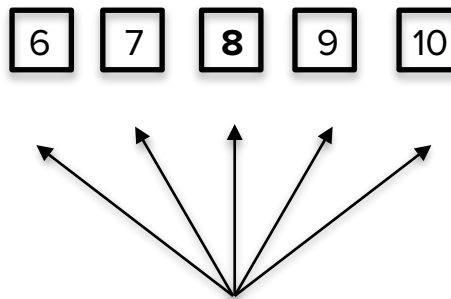
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CAMERA PRESETS:

TIGHT STAGE SHOTS:



WIDE SANCTUARY SHOTS:



How to make camera presets:

- Find shot
- Hit store
- Hold preset number until screen says "store complete"

*Please keep presets the same for consistency. You will always have to use the presets as a starting point, and then make your shot what you want it to be from there. People move sometimes!

- Hit store again to go back to your presets

How to turn on and off camera controller:

On: Hit toggle switch on back left of the controller

Off: Hold down the camera number until the screen changes; then while still holding the camera number, adjust the "F2" knob until the screen says "off" and then push down on the "F2" button and you will see the camera turn around on the wall and the light below the camera number turn orange. Repeat for both cameras, and then turn off the toggle switch on the back of the camera controller.