

NEW COVENANT CHRISTIAN CHURCH SCREENS MANUAL

Our purpose is to provide a visual aid for those watching online and in the sanctuary, in order to help people connect with God more meaningfully.

This includes presenting the slides for the worship songs as well as the videos and slides for the announcements and messages, etc. It's our job to put up all of what is seen on the screens.

If you are interested in this position, here are a few skills needed (or to be developed):

1. You need to be comfortable using a computer.
 2. You need to be reliable. On the day serving, you will need to **arrive at 7:30am** to run over the order of service and get a feel for what is happening that Sunday. We will brief at 7:50am. This allows for the communication needed for any special things you need to know before service.
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Here is a general outline of what a screens worker does on a given Sunday:

1. Arrive and turn on computer and TV's (including back TV) if not on already.
2. Look over the "order of service" (OOS) showing what is planned during the service.
3. Put up the "welcome" video (or make sure it's on), and then 5 minutes before the service, the "countdown" video.
4. During every part of service, you will also change the Planning Center live services window to correctly reflect what is happening in service for others to check and to give the person on stage a countdown.
5. You will put up name slides for each person who talks during a portion of service.
6. During worship, you show the appropriate slides to go with the song lyrics.
7. At the end of worship, you play the announcement video.
8. During the message and dismissal, the slides and/or videos are put up as cued.
9. After the service is over, you will put the welcome video back up and play Spotify.

There are many other details to communicate about running screens, so most training will be in person and with YouTube tutorials sent out periodically.

Please be eager to learn new things!

You may be asked to help with the "house lights" or Spotify by the sound volunteer; make sure you communicate with him or her what they are expecting you to do during a service so that you know how to do it. Once you are comfortable with ProPresenter 7 and Planning Center online, be aware of all that is going on in the booth so that you can work as a team to create a smoother, more engaging service online and in house.

Being "personally involved" during worship or the message can cause you to miss making slide changes. Your screens job needs to come first on the days you serve! As you get more used to the job, it becomes easier both to serve and to be engaged.

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If something needs to be changed in between services, double check that it still looks good in house, online, and on stage display—check the monitor screen to confirm.