

NCCC Sound/LIGHTS

Manual

Being a Team Member

Mission:

To engage people in unified, Jesus-centered worship.

We as a group exist to take part in pursuing this mission in all that we do.

Prerequisites

Serving on the sound and light boards is a crucial role that New Covenant Christian Church (NCCC) believes provides a way for the Lord to be worshiped through music, the people to engage with God, and the Sunday morning services in general to flow smoothly. Those wishing to serve in the sound position at NCCC will follow an interview and training/trial process to help us identify the following:

- Personal and maturing relationship with Jesus;
- Commitment and faithfulness to sound requirements as well as church services in general;
- Humble, teachable attitude and desire to grow; and
- Completion of Start through NCCC, gaining a Planning Center Online account.

After satisfactorily displaying these qualities, a candidate will begin serving in a trial period and continue serving once the trial period has ended.

Responsibilities

Although volunteers give their time at will, certain requirements are placed on each member for the sake of clear expectations and growth. These requirements are as follows:

- Prompt response to Planning Center scheduling (with clear reasons for declining, if applicable);
- Punctual presence at designated serving times (listed below); and
- Positive and participatory attitude, always learning new things and encouraging others.

Sundays: 7:30am-end of second service

Wednesdays: 5:30-7:00pm (whenever possible)

Debrief time: Sundays between services, 10:00am-10:10am

Other Guidelines

If you are scheduled and are not able to come for some reason, please try to check with other sound engineers and see if they are available to sub for you.

In the event that you no longer wish to serve on the team, we ask that you schedule an appointment for an in-person conversation with the sound department head about your decision.

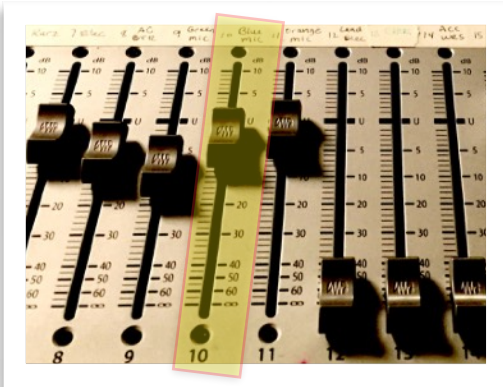


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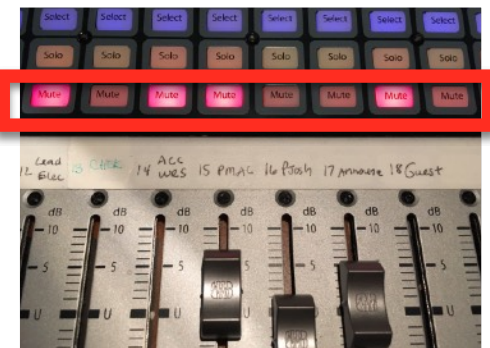
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Running the Sound Board

Just like too much of one seasoning can ruin an otherwise great recipe, too much of one instrument can distract from a great worship experience. The sound person's responsibility is to "mix" all the audio sources on the stage and make it sound good. Ultimately, the sound person's job is not that different from any other worship team member—to help people engage with God.



The mixing console (sound board) is what the sound person uses to combine all the instruments and microphones in correct proportions before they go out to the front-of-house speakers. On the bottom of the console, there are numbers 1 through 24. These numbers represent channels; our console is a 24-channel board. Above each number is a fader, and above the fader is the title of the instrument or microphone that is plugged into that channel. For example, in the picture to the left, channel 10 is the blue microphone (mic). To control the volume of the blue mic, or channel 10, simply move the slider (aka fader) up to get more volume or down for less volume.



Directly above the fader is the mute button. If you wish to quickly silence a channel, hit the mute button above that channel. The mute button will light up red when activated. See the picture below. Channels 12, 14, 15, and 18 are muted.

To the right of the 24 channels, we have subgroups and the main fader. The channels that the worship team uses have all been placed into Subgroup Two, or "SUB 2" as it appears on the board, so that the volume of the entire worship team can be made louder, made softer, or muted without affecting the volume of the pastor or guest speaker's microphone.

The master fader, marked "Main" on the console, is used as a master volume for ALL channels. The master fader normally will be set at "unity," which is marked on the fader with a bold line and the letter "U". Unity is used to represent normal volume. Setting the fader below unity will reduce the volume, and setting the fader above unity will increase the volume.

In order to create a great mix, we must be aware of what we most need to hear so that people can engage in worship with fewer distractions. As a starting point, in order of loudness, listen for:

1. Lead Vocal (*each song*)
2. Drums and Bass
3. *Melodic* Instruments (*Keys 2/synth, electric lead lines*)
4. Background Vocals
5. Other/rhythmic instruments (*Keys 1, acoustic guitar, etc.*)



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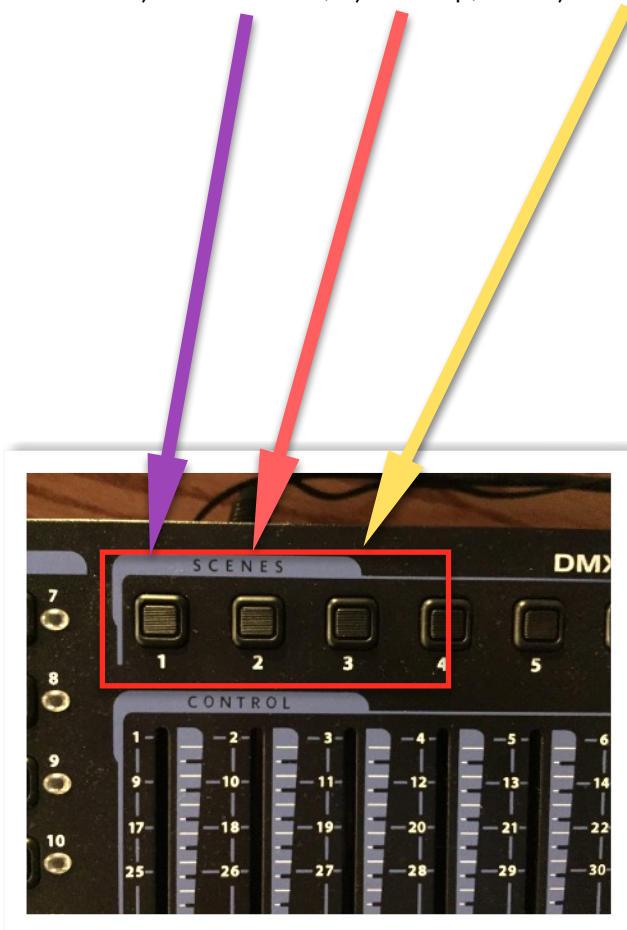
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We cannot just set the mixing console one time and trust that it will sound good for the next week, or even the next song. The instruments all have different output levels, and sometimes the same instrument can have different settings—some louder and some more quiet. We have to listen and adjust **continuously** when we run sound, and we also must know upcoming parts of the song, like a guitar solo or keys 2 melody. Although there are many details with running sound, ultimately the task is as easy as listening and adjusting. When done correctly, the sound person can turn a good worship set into a great one.

Order of Service

Along with running the sound board during the time of worship and speaking, the person assigned to sound will also adjust the lights for each type of setting. Next to the sound board is the light board. We use three main settings (“Scenes”) on the light board that correlate with settings during the service:

1) Pre-service, 2) worship, and 3) the sermon. See the pictures below.



In the red square above is the “Fade” fader. Make sure this fader is engaged so that the scenes fade into each other at a rate of 0.7 seconds (0.7 will show up in screen circled).

Also note in the yellow square the “Blackout” button. You will only use this when first turning on the light board, as you will have to “un-Blackout” the lights to make them come on. In order to fade to a blackout, hit the number of the scene you are currently on.

In addition to changing the lights on the board at key points in the service, you will also need to make sure the light switches on the wall are on the correct settings at certain times. View the service order checklist for when to adjust all lights and regular sound cues.

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Review the handout on the back page as a reminder when to adjust what needs to be adjusted at certain points of the service. You are always “on” as someone serving in the booth, so you’ll have to think ahead! Once you go through a service following this schedule, it will become like second nature. Stay aware of what is happening during the service. We are here to create an effective and engaging service, and that means all of us doing our part and staying aware of details.

We appreciate you serving!