

Audio Visual Guide

The “How To” details about audio visual duties for a worship service.

05/20/2008

Before Worship Checklist

Walk through this checklist before worship service. Details about each checklist item can be found in the Need To Know sections of this booklet.

Church Bulletin

- Pick up a church bulletin. You will need this as a reference to the worship service.

Sound System

- Turn on the sound system. The master switch is a simple red toggle switch on the right-side of the top (thin) unit. This powers on the amplifiers, sound board, and CD-RW unit.
- Make sure all sound inputs and outputs are Muted on the sound board.
- Unmute the House output (Above the **L R** red sliders on the far right of the sound board).

Wireless Control Boxes

- Turn on the Radio Shack wireless control box.
- Turn on the Sennheiser wireless control box.

Projector

- Lower the screen.
- Power on the video projector. The remote control typically sits at the end of the front pew on the right-hand side.

Lectern

- Turn on the Radio Shack wireless mic. This mic typically is stored on a shelf within the lectern.
- Turn on the lectern mic.

Test Microphones

- Set the sliders for channels #1, #5, #6, and #8 to **0** (zero).
- Set the slider for channel #7 to **5**.
- Unmute the Lectern mic (#1 on sound board) and the Wireless mic (#8 on sound board).
- Walk to the lectern.
- Speak into the mic on the lectern. Verify that it sounds ok in the church. Adjust slider #1 on the sound board to change the volume.
- Speak into the Radio Shack mic. Verify that it sounds ok in the church. Adjust slider #8 on the sound board to change the volume.
- Mute #1 and #8 on the sound board.

- Turn on and Unmute the pocket Sennheiser wireless mic control unit.
- Unmute the Minister mic (#7 on the sound board).
- Speak into the Sennheiser mic. Verify that it sounds ok in the church. Adjust slider #7 on the sound board to change the volume.
- Mute #7 on the sound board.

AV Computer

- Power on the Dell computer monitor.
- Power on the Dell computer.
- Allow Windows Vista to start.
- Log on the **Worship** account. The password is **smplgfts** (*simplegifts*).
- Plug in the USB drive containing the PowerPoint presentation file for the worship service.
- Copy the PowerPoint presentation file from the USB drive to the Desktop.
- Close the Removable Disk window.
- Start PowerPoint by double-clicking on the PowerPoint presentation file on the Desktop.
- Start the PowerPoint presentation by pressing **F5** within PowerPoint. This should enter Presenter View. If that doesn't work, check the *AV Computer - Need To Know*, below.
- Verify that slides appear on the screen near the front of the church.
- Verify that Presenter View is working. This will allow you to see all the slides and navigate through them during worship service.

Record Sermon

- Find a new CD-R disc. (These are in the office.)
- Open the CD-RW unit tray.
- Insert the new CD-R disc in the tray.
- Close the CD-RW unit tray.
- Wait until you see **0tr 0:00** on the LCD.
- Press Record on the CD-RW unit.

Equip Minister With Microphone

- Find the minister.
- Verify the pocket Sennheiser wireless mic control unit is powered on and unmuted. You will manage the sound from the sound board.
- Give them the pocket Sennheiser wireless mic control box.
- Help them attach the wireless mic to their robe or suit.

If Time Permits

- On the Dell computer, examine each slide in PowerPoint. You're looking for slides that begin a particular part of the service. For example, the slide for *Our Father*.
- Note the number of the slide.
- Write the number for the slide that begins each segment of the service. This may seem like a pain. However, it will make running the slide show easier for you during service. You'll know if you're on track or if something has gone awry.

This is the general “how to” for handling the audio and video presentation during a worship service. Follow the instructions (especially the tables) to manage the audio and video equipment.

Audio

- Unmute the mic for a given person just before they begin speaking. This requires you to pay attention to the order of worship in the bulletin and to which person is getting ready to speak.
- Adjust the slider for the mic the person is using.
 - Listen to how they sound over the speaker system. They should be loud enough so you can hear them clearly from everywhere in the room. They shouldn't be too loud that the sound hurts or seems unnatural.
 - You may not have to adjust the slider. Typically, once the mic for a person has been adjusted, you shouldn't have to adjust it.
- Mute the mic for a given person after they have finished speaking. This will prevent them from being heard when they sing.
- Just before the minister begins to deliver the Message (sermon), Press Play on the CD-RW unit. (Since you prepared it before worship, and pressed Record, it's ready to go.)
- After the minister finishes the Message (sermon), Press Stop on the CD-RW unit. Try to do this before the Communion Hymn begins.

Use the following table as your audio guide. This table tells who will speak and what you should do for each part of a worship service. This is for a typical worship service. There may be exceptions.

Part of Worship Service	Person Speaking	What To Do...
Sharing in the Life of the Church	Minister or Worship Leader	Unmute #7 or #8 depending if the person is wearing a mic
Prelude	No person speaking	Mute all (See Note 1)
Call to Worship	Worship Leader	Unmute #1
Gloria Patri	No person speaking	Mute all
Invocation	Worship Leader	Unmute #1
Gathering Hymn	No person speaking, Choir sings	Unmute #5 and #6 Mute all others
A Time for Children	Worship Leader, minister, or youth minister	Unmute #7 or #8, depending on who speaks
Sharing of Joys and Concerns	Worship Leader or minister	Unmute #1, #7, or #8 depending on who speaks
Pastoral Prayer & Lord's Prayer	Minister	Unmute #7 Mute all others
Choral Anthem (or Special Music)	No person speaks Choir may sing Special music possible	Unmute #5 and #6 Mute all others (See Note 2)
Scripture Reading	Worship Leader	Unmute #1 Mute all others
Hymn of Faith	No person speaks Choir may sing	Unmute #5 and #6 (for Choir) Mute all others
Message	Minister	Unmute #7 Mute all others Press Play on CD-RW unit
Communion Hymn	No person speaks	Mute all Press Stop on CD-RW unit.
Reflection, Invitation, Words of Institution & Prayer	Minister	Unmute #7
Sharing of the Lord's Supper	No person speaks	Mute all
Communion music	No person speaks	Mute all
Offering Meditation	Worship Leader	Unmute #1
Offertory	No person speaks	Mute all
Doxology	No person speaks	Mute all
Offering Prayer	Worship Leader	Unmute #1
Invitation to Christian Discipleship	Minister	Unmute #7 Mute all others
Hymn of Commitment	No person speaks	Mute all
Blessing and Benedictory Song	Minister	Mute all (See Note 3)
Postlude	No person speaks	Mute all

Notes

- (1) Mute all means to mute all the input channels (#1 through #20). Do NOT mute the House Output (**L R** above the red sliders).
- (2) If there is special music, you may need to unmute a seldom-used mic (Channel #2, #3, or #4). The mic to unmute depends on where in the Sanctuary the musician(s) are located.
- (3) The Minister speaks but everyone is in a circle, including you. Their voice naturally projects in this setting, so there's no need to amplify it. Also, there is no way to quickly mute #7 after they give the blessing. You don't want to leave their mic unmuted during the singing because their voice will overwhelm the rest of the congregation.

Video

- Advance the PowerPoint presentation slides:
 - A single slide begins each part of a worship service
 - The Call to Worship has multiple slides (the leader's call and the congregation's response). Usually there are 4 to 5 slides.
 - A Hymn has many slides. Each slide has a few lines with the words
 - Advance to the next slide in the lyrics when the congregation is singing the last word (or the 2nd to last word) on a slide.
- Each week's PowerPoint slide show is a little different. The number of slides for a hymn varies. This is why it is a good idea to "walk" through the entire slide show before worship with a bulletin. Mark the bulletin with the slide numbers. Then watch the slide number in PowerPoint and compare it to the marked up bulletin to know you're in the right place.

Use the following table as your video guide. This table lists each part of the worship service and the corresponding slide numbers. Use this table as a model. Each Worship Service Will Be Different!

Part of Worship Service	Slides	Things To Know
Sharing in the Life of the Church	1	
Prelude	1	Stay on previous slide
Call to Worship	2 - 5	
Gloria Patri	6	
Invocation	6	Stay on previous slide
Gathering Hymn	7 – 16	
A Time for Children	17	
Sharing of Joys and Concerns	18	
Pastoral Prayer & Lord's Prayer	19	See Note (1)
Choral Anthem (or Special Music)	20	
Scripture Reading	21	See Note (2)
Hymn of Faith	23 – 28	
Message	29	See Note (3)
Communion Hymn	30 - 31	
Reflection, Invitation, Words of Institution & Prayer	32	
Sharing of the Lord's Supper	33	See Note (4)
Communion music	33	Stay on previous slide.
Offering Meditation	34	
Offertory	34	Stay on previous slide
Doxology	35	
Offering Prayer	36	
Invitation to Christian Discipleship	36	See Note (5)
Hymn of Commitment	37 – 43	
Blessing and Benedictory Song	44 - 45	See Note (6)
Postlude	No slide	

Notes

- (1) Flip to this slide just as the minister is saying words such as “using the words the Lord taught us” (or something similar). You’ll get the idea after awhile. Pay attention here!
- (2) Sometimes the actual text of the Scripture Reading will be on the slides. Pay attention to what the Worship Leader is saying. Flip the slides at the proper moment.
- (3) The Minister may have slides (or even a special presentation) as part of their Message. Use your ingenuity and common sense and you’ll do ok. As always: pay attention!
- (4) Flip to this slide as the minister is serving communion to the Worship Leader and Deacons. This slide is meant to be an instruction to guests in the congregation. I typically leave this slide up until most of the congregation has received communion.
- (5) Occasionally, somebody accepts the invitation to Christian Discipleship. When this happens, you should quickly start the PowerPoint file **Welcoming a New Member power point** This is a 3-slide presentation that gives words for the

congregation to say. When this part is over, close this PowerPoint window and return to the main PowerPoint presentation.

- (6) Ok, this one's a little tricky. You will join the circle while Slide 44 is displayed. When the words get to "...courage in every endeavor...", you need to break away from the circle and advance to Slide 45. Then, rejoin the circle.

Other

Often there are things that happen during worship (planned & otherwise). Use common sense and ingenuity.

Walk through this checklist after worship service. Details about each checklist item can be found in the Need To Know sections of this booklet.

Retrieve Microphone from Minister

- Find the minister.
- Help them remove the wireless mic from their robe or suit.
- Power off the pocket Sennheiser wireless mic control unit.

Projector

- Power off the video projector. The remote control typically sits at the end of the front pew on the right-hand side.
- Raise the screen.

Lectern

- Turn off the Radio Shack wireless mic. This mic typically is stored on a shelf within the lectern.
- Turn off the lectern mic.

Wireless Control Boxes

- Turn off the Radio Shack wireless control box.
- Turn off the Sennheiser wireless control box.

Finalize Recorded Sermon

- Press Finalize on the CD-RW remote control. You will see **Finalize OK?** On the CD-RW LCD screen.
- Press Enter on the CD-RW remote control. You will see a timer count down on the CD-RW LCD screen.
- When the CD-RW unit completes finalizing the CD, open the CD-RW unit tray.
- Write today's date and the word **Sermon** on the CD.
- Place the CD in a jewel case or sleeve (depending on what is handy).
- Give the CD to the minister or place on Jan's desk in the office.

Sound System

- Mute the House output.
- Mute any unmuted channel.
- Move the sliders to the infinity position (∞ at the bottom) for all channels. However, do not touch the red sliders.
- Power off the sound system.

AV Computer

- Exit PowerPoint.
- Delete the PowerPoint slide file from the Desktop.
- Shut down Windows. This will power off the Dell computer.
- Power off the Dell monitor.
- Unplug the USB drive.
- Place the USB drive on Jan's desk in the office.

These are things you may need to know about using the AV Computer. You don't need to refer to this section often.

Nothing On Computer Monitor – Something On Projector Screen

Uh oh, the computer's on, there's something on the projector screen, but there's nothing on the computer monitor in front of you. Don't panic. Try these things.

Press the ALT key and the F4 at the same time. You may see the computer monitor and projector screen flicker, then the two should look the same.

If this doesn't fix the problem, do the following:

- Shut down Windows. This could be tricky since you're sitting at the computer but must watch the projector screen to navigate.
- If you're unable to navigate because it's hard to read the projector screen, push and hold the power button on the computer for about five seconds. This will power off the computer.
- Power off the projector.
- Wait about one minute.
- Power on the computer.
- Power on the projector.

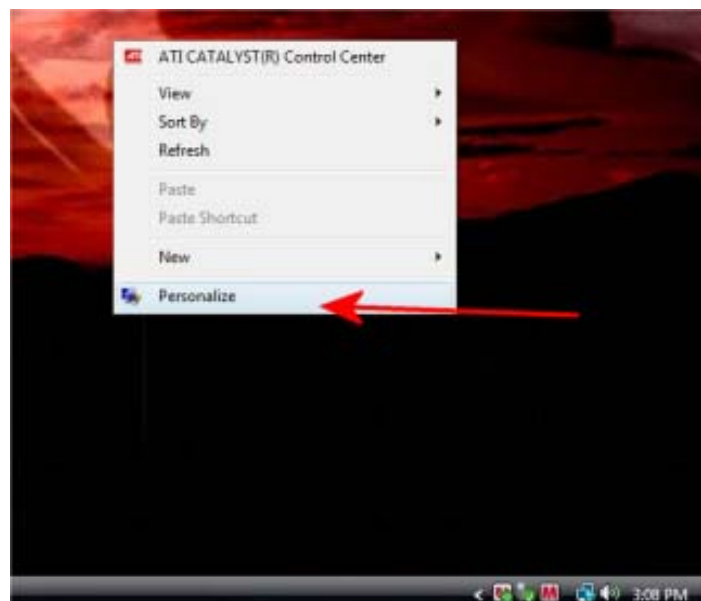
If this doesn't fix the problem, see **If AV Computer Isn't Working**, below.

PowerPoint Tip

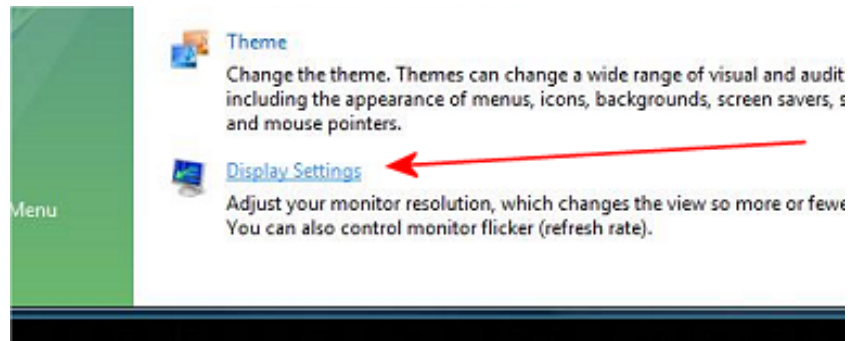
Typically, you can start a PowerPoint slide show by double-clicking on a PowerPoint file, then press **F5** from within PowerPoint.

Sometimes you have to reset the monitors or the PowerPoint configuration (because someone has fiddled with the AV computer display). Do the following:

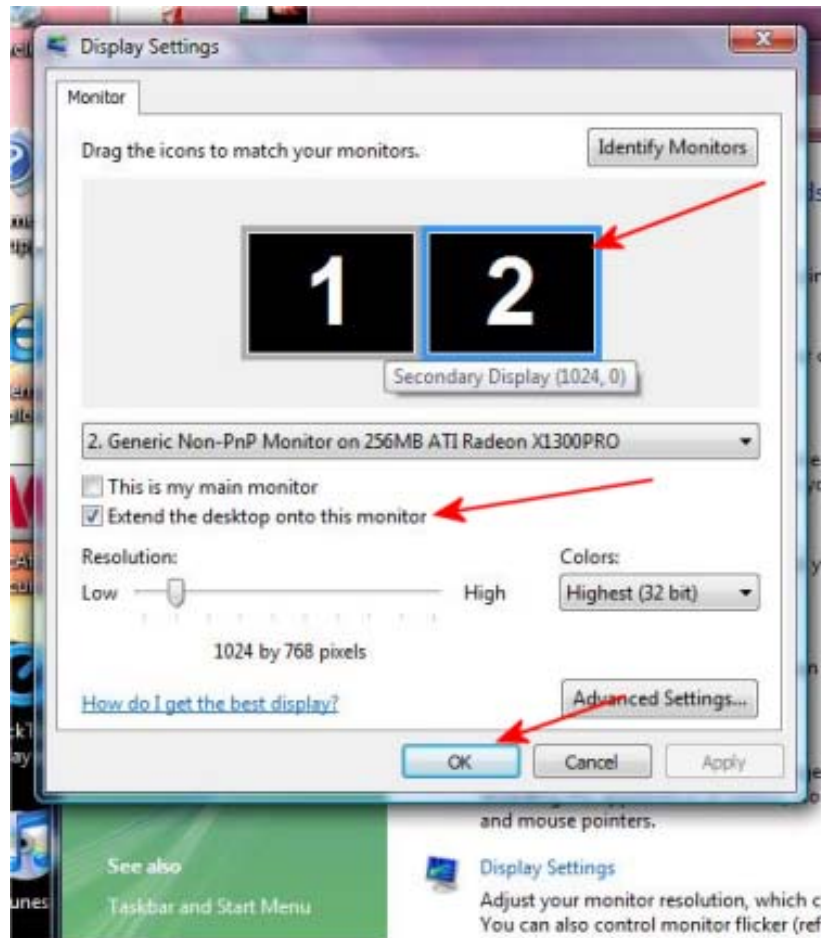
- Right mouse click on the Desktop. Select **Personalize**.



- Click **Display Settings** from the Personalize menu.



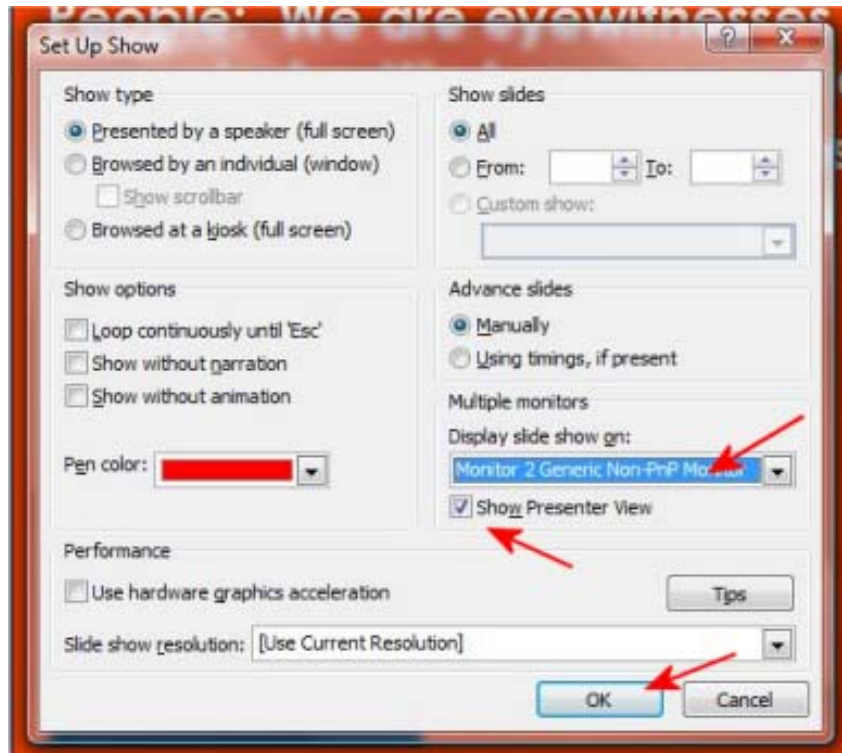
- Click monitor 2 (this is also the Generic Non-PnP Monitor on 256MB ATI Radeon X1300PRO).
- Make sure **Extend the desktop onto this monitor** is checked.
- Click **OK**.



- Double-click on the PowerPoint file to start PowerPoint.
- Click **Slide Show** then **Set Up Show**.



- In Set Up Show: Under Multiple monitors, Select **Monitor 2 Generic Non-PnP Monitor**.
- Select **Show Presenter View**.
- Make sure the other settings match the example.
- Click **OK**.



- Press **F5** to start the slide show in Presenter View.

What To Do With The Slide Show Afterwards

There's no need to save the PowerPoint slide show file on the AV computer. The reference copy is on Jan's computer or (in the future) the minister's computer.

If AV Computer Isn't Working

Don't panic. Use Holy Ground's Toshiba laptop.

Go down to the Atrium. Locate the leather storage chest near the down ramp ("the toy box"). Pull out the Toshiba laptop, power supply, and mouse. You must use the Toshiba. It is the only Holy Grounds laptop with PowerPoint installed.

Set up the Toshiba laptop in the Sanctuary. Move the projector cable from the back of the AV computer to the Toshiba. The projector cable is the smaller, black, cable.

Start the laptop and login to Windows. Use the the following information:

Username: **Admin**
 Password: **fccPlano05** (That's a capital **P** and **zero five** at the end.)
 Domain: **LG0CT8100**

Plug in the USB drive containing the PowerPoint presentation file for the worship service.

Copy the PowerPoint presentation file from the USB drive to the Desktop.

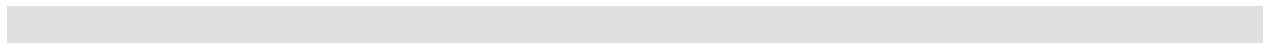
Close the Removable Disk window.

Start PowerPoint by double-clicking on the PowerPoint presentation file on the Desktop.

Start the PowerPoint presentation by pressing **F5** within PowerPoint. This should enter Presenter View. If that doesn't work, check the *AV Computer - Need To Know*, above.

Verify that slides appear on the screen near the front of the church.

Verify that Presenter View is working. This will allow you to see all the slides and navigate through them during worship service.



These are things you may need to know about using the Sound Board. You shouldn't have to refer to this section often.

What People Hear

The Worship Leader, Minister, Choir, and any special musicians cannot hear their amplified voices over the Sanctuary speakers. They don't know when you have muted or unmuted their mic. Only the congregation hears sound from the speakers. So, you are responsible for knowing when to mute and unmute the mics.

- Mistakes can happen but try not to make a habit of them!

All The Knobs

Other than muting/unmuting or adjusting the sliders for a channel, DO NOT FIDDLE WITH THE KNOBS DURING A SERVICE! Once you become proficient at the sound board, and have viewed the *DCC Sound Board Training DVD*, you may make adjustments. However, try not to do this during worship.

What The Knobs Should Look Like

The sound board settings should roughly match the following chart. This chart spans 5 sheets. The knob setting numbers are explained in the following table. The number means where the knob pointer is pointing.

Knob Number Settings

GAIN	A number matching the outermost markings of the dial. Range: -10 to 25
Other dials	A number representing a position on an analog clock. For example, "3" representing 3 o'clock, the pointer on the knob would be ¼ turn to the right. Range: 7 o'clock to 5 o'clock
Slider	A number representing a rough approximation of the numbered lines on the scale. Range: -10 to infinity

Sheet 1

Channel	1	2	3	4	5	6	7	8
GAIN	5	0	0	0	0.2	0.2	-7.5	4
100Hz								
HF (12kHz)	12				10.5	11	11	12
HM (upper)	9				12	12	12	12
HM (lower)	11				1	1	12	12
LM (250Hz)	12				1	1	12	1
LF (60Hz)	12				1	1	12	1
FB1					12	12	12	12
FB2								
AUX								
FX								
PAN								
slider	0				0	0	5	0

Sheet 2

Channel	9	10	11	12	13	14	15	16
GAIN								
100Hz								
HF (12kHz)								
HM (upper)								
HM (lower)								
LM (250Hz)								
LF (60Hz)								
FB1								
FB2								
AUX								
FX								
PAN								
slider								

Sheet 3

Channel	17 - 18	19 - 20
GAIN	-8	0
100Hz		
	ST1	ST3
GAIN	--6	2
	ST2	ST4
HF	12	12
LF	12	12
FB1		
FB2		
AUX		
FX		
PAN		
slider	0	0

Sheet 5

	L	R
OUT A LEV	3	
OUT B LEV	3	
MONO OUT		
2TRK TO LR		
sliders	0	



The Sennheiser control box receives the transmission from the Sennheiser wireless mic that the Minister wears. The control box on the table and the pocket control unit must both be powered on for the wireless mic to work. The pocket control unit must be unmuted to hear the Minister.

There are two indicators on the Sennheiser control box.

The top indicator shows the pocket control unit is powered on and transmitting. This indicator should remain solid. If it is missing, the pocket control unit is turned off or the batteries are dead. If it is fluctuating, the batteries may be getting weak.

The bottom indicator shows the strength of the signal from the pocket control unit. You should normally see the line jump around when the Sennheiser wireless mic is being used (when the Minister is speaking). If the scale reads "0" or isn't moving, something is wrong! Look for these causes:

- The pocket control unit is muted.
- The pocket control unit is turned off.
- The pocket control unit's batteries are dead.

If you've powered on, unmuted, and checked the wireless mic before service, then there is a problem:

- The Minister has accidentally muted the pocket control unit. Brian occasionally did this.
- The batteries have died.

You're somewhat helpless in this situation. I occasionally hold up a sign to tell the Minister of the problem ("Unmute Box" or "Speak Loud No Mic"). If they can fix it, they will. Otherwise, there's nothing else you can do until the end of the worship service.

Something else...one of the antennas on the Sennheiser control box is broken. It tenuously sits on it's base at the back of the control box. I don't know if it can be repaired. However, it seems to work ok in this tenuous state. Don't fiddle with it!

The Radio Shack control box receives the transmission from the hand-held Radio Shack wireless mic that is typically stored in the lectern. The control box on the table and the hand-held Radio Shack wireless mic must both be powered on for the wireless mic to work. The hand-held mic must be unmuted to hear the person speaking.

The hand-held mic has peculiar labels:

Standby On: Powers on the mic

Standby Off: Powers off the mic

Talk: The mic is usable.

Mute: The mic is muted and not usable.

LowBatt: This doesn't mean low battery.
This light indicates the power is turned on.

To make the Radio Shack wireless mic ready to use, set the switches to Standby On, and Talk.

There is a single scale to indicate power and signal on the Radio Shack control box. It consists of a green LED and 3 red LEDs. When you power on the control box, the green LED lights. When you power on the wireless mic, 3 red LEDs light.

If you see fewer than 3 LEDs, it's probably time to replace the 9V battery in the wireless mic.

You cannot tell from your station if the wireless mic has been muted. So, you're helpless if the person using the mic mutes it. Always set the mic to Talk and control the mic from the Sound Board (channel #8). If the person using the mic is new, tell them that you will manage it from the sound board.