

## Technology for Worship Leaders and Preachers

Edition 6 – 28 Jun 2016 – Rick Parsons

### Introduction

This is a guide to allow worship leaders, preachers and celebrants to effectively use the technology available and not be caught out by something unexpected at the last minute. It is particularly aimed at visiting and occasional users. If any questions arise, and particularly any unusual circumstances, then please ask the projectionist, sound engineer or warden on duty.

### Copyright

**We are required to include the author and copyright information** for all material printed and projected so please make sure that this is made available for any new material.

### 9:00 Service

This is relatively low technology – the only thing special is that the sound system is switched on to provide for the **hearing aid loop only**. To allow this to work please use the lectern microphone and the lapel microphone for presiding at communion. There is no operator and no recording. The order of service is on paper and if changes are required then they will need to be provided to the office in good time for printing.

### 10:30 Service

All songs and congregational liturgy are displayed on the projection screen. It is also available for sermon notes, video clips and other things. The complete “batting order” needs to be provided well in advance and **Friday evening at the latest**. The projectionist has to be able to make up the file required for Sunday morning and they are entitled to their Saturdays.

There is a convention in St Matthews that words by the leaders are in yellow and words for the congregation are in bold white.

### Liturgy

We have the majority of liturgy from Common Worship (modern language) where a congregational response is required and also most of “New Patterns for Worship”. Please quote the page and/or paragraph number for each item required. Other liturgy will need to be provided in full.

### Eucharistic Prayers

These are a special case – we have about two-dozen variations available in PowerPoint format (with illustrations) and corresponding large print versions for those who can't use the screen. If alternative versions are required then details will need to be provided to the projectionist using page/paragraph numbers or full text. Preferably a new PowerPoint should be provided and the corresponding large print pages.

## Hymns and Songs

We have over 3000 songs in the database including all of Mission Praise (combined version), Songs of Fellowship and three volumes of the Spring Harvest song book. There are also assorted other songs from books and gleaned from the internet. Quote the title, book and number or other unambiguous means of identification such as an uncommon first line of a verse and the author. The computer in the church office has a recent copy of the database for reference. **Note that the same song can vary in different books**, sometimes in quite subtle ways. New songs will need to be provided in full, together with “how they are sung” i.e. verse/chorus/bridge order with Author and Copyright information.

## Scripture

The version available in the seats is the New Revised Standard Version and it is preferred for readings. The full text is also available for projection if needed.

## Sermon Notes

The preferred format for display is PowerPoint. The genuine Microsoft version is the most reliable as we have had trouble with versions generated by OpenOffice, Keynote and other programs. If using the Mac version of the software then please use common Microsoft fonts as dedicated Apple ones don't transfer correctly. Prepare the slides with a good bold font with high contrast and no more than 12-15 lines to a screen. If including pictures then make sure they are big enough to look good. **We don't have a copy of the software to make changes at the last minute.** Note that the slides are not included in the large print copy for those who can't use the screen nor is it available to users of the Podcast unless explicitly provided.

The screen resolution is 1028 wide by 768 pixels high (4:3). **We cannot display Keynote, PDF, Word Processor or Adobe Flash files. Web pages are possible but idiosyncratic. Video/audio embedded into PowerPoint files does NOT work.**

A remote slide changer is available but is a little bit unreliable due to the range to the receiver.

## Video clips

If clips are to be used then they need to be **made available to the projectionist IN GOOD TIME** so they can be checked. The ideal resolution is HD 720p which gives clear pictures but not too large a file. YouTube and similar clips can be converted if sufficient notice is given. A DVD (**not Blu-Ray**) player is available if disc is the format. In this case the chapter start and stop times will be needed.

Note that Video made for cinemas is designed for blackout conditions so may be very dark, especially in the summer when the sun is strong. We don't have any brightness or contrast controls.

Also note that **clips from copyright feature films cannot be shown** as we don't have the required licence (even if you found it on YouTube).

## Own Laptop

This can be connected so long as you have a 15 pin VGA socket or adapter and then you can do whatever you like (subject to copyright) but note that, due to long cable lengths, there is some clipping from the right hand side of the screen. Arrive in good time and also please warn the sound engineer if you require audio output.

**You need to understand how your own laptop works** for dual screen operation – the projectionists do not. It is a good idea to connect it before switching it on and also to disable screen and power savers, email alerts etc. Mains power is a good idea. An internet connection on cable or Wi-Fi is available but is probably not reliable enough for live transmission.



## Microphones

**Using a microphone is mandatory** – for the hearing aid loop, the PA and the recording. The lectern microphone is always available, is easy to use and is the best quality. A hand-held radio microphone is available and this can be passed around between users during the service but hold it firmly and fairly close to your face. If you require a hands-free lapel microphone then request one in good time. The picture illustrates how it should be worn.

Note that it is fairly high to the chin, the microphone points towards the mouth, not flopping to one side, and the cable is looped up through the clip. It should then pass down inside the garment to the transmitter, which can be put into an outside pocket. Tee-shirts do not work well and robes may require some ingenuity. A liturgical scarf is not suitable as it puts the microphone too far over to one side. **The microphone should be switched on at the start of the service.** The sound engineer will ensure that you are not singing a solo during the hymns (trust us) but make sure the sound engineer is aware when you are going to use any microphone as it can be quite hard to see from the console.

## Audio clips

These can be played from a variety of media. CD, MP3 players and mobile phones connect via the sound desk (please disable incoming calls and screen lock in advance). MP3 or WMA files on memory stick will need to be played via the projector computer.

## Recording

The service is recorded in full and an unedited copy is made available on CD to congregation members (to order). **The sermon and sometimes other “talky bits” are podcast to the Internet via the church web site. Please let us know in advance if this is NOT desired.** For copyright reasons, commercial sound clips are edited out of the podcast before publishing so please bear this in mind before using them. Also be aware that visual aspects of your talk may be hard to understand in a sound-only recording. If you have necessary hand-outs or visuals then please make sure you send copies for the podcast.

## Notices

These need to be passed to the office where they will be made up to an auto-scrolling PowerPoint file for showing at the end of the service.

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