



## Procedure and Guidelines

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To serve the ministries of Faith Church better and more efficiently, this document serves as a guideline to the operation of FEFC's technical ministry with respect to not only those who lead it, but also to those who use its services. Many of the articles in this document have resulted from past difficulties, which we hope to correct by these regulations. It is the goal of this ministry to provide a flexible, but structured platform for people to serve by using their technical skills.

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# **1 Equipment**

## ***1.1 General Use***

All equipment in the sanctuary is to be operated only by certified persons that have undergone training and apprenticeship for an appropriate amount of time determined by the Technical Ministries Coordinator (“Coordinator”). Qualified technicians must pass a test created by the coordinator to demonstrate basic competency for general audio knowledge as well as procedures and items specific to Faith Church.

The only exceptions to untrained persons are professional sound engineers traveling with a visiting concert artist. In this situation, at least one member of the volunteer sound team must be present to assist in setup and troubleshooting if any part of the setup involves FEFC (“church”) equipment.

Equipment in the Life Center, including the Multi-Purpose Room sound and video system and the adult classroom projections systems, may be operated by anyone with access to those rooms for a particular event. Training on those systems is available upon request. Manuals for operation can be found at [faithchurch.net](http://faithchurch.net) or are available in the church office.

## ***1.2 Moves, Adds, and Changes (MAC)***

Any MAC to the an audio-visual system must be approved and supervised by the Coordinator.

Under no circumstance shall any equipment be relocated to another part of the church or to a church-sponsored function outside the church without the permission of the Coordinator. This includes microphones, microphone stands, cables, direct boxes, and any piece of electronic sound/video equipment.

No wiring modifications shall be made to any part of the system except for patching microphone inputs to the sanctuary sound mixer.

All visits by vendors (such as repair technicians) must be approved by the Coordinator before access is allowed by such persons.

## ***1.3 Access to Equipment***

Only persons with assigned keys (or access to a lock box) are allowed to access equipment secured by a lock. No one outside the technical ministry shall be shown the location of hidden keys to gain access to equipment. Groups and/or individuals will be held responsible for not contacting the proper people to gain access to the equipment.

The booth and all equipment are to be shut down and locked up after its use.

## ***1.4 Non-Church Related Entities***

Audio/visual equipment is to be used only for functions sponsored by the Church or taking place within the Church. No equipment will be loaned, rented, or leased to another church, organization, or individual for any type of event.

## ***1.5 Equipment Not Owned By the Church***

The church does, on occasion, use equipment that it does not own. In cases like these, extra care on the part of the respective owner needs to be taken to ensure the safety and security of such

equipment. Owners of this equipment leave such items unattended at their own risk. These situations will be handled on a case-by-case basis.

Individuals will be responsible for keeping track of personal cables. Our adopt-a-cable policy is the following: If you leave a cable for an extended period of time, we adopt it and label it as belonging to the church.

Please help our space limitations by removing equipment that belongs to you.

## **2 Time and Scheduling**

### ***2.1 Notification***

The Coordinator must be notified immediately of events requiring technical services (not including Sunday services) at least four weeks prior to the event to assure audio/visual coverage for the event. Because the technical ministry is comprised of mostly volunteers with family commitments, **notice given less than four weeks for general events cannot be guaranteed technical coverage**. Detailed requirements for such events are to be submitted no later than two week before the event. Featured artist concert requirements are due one month before the concert date along with appropriate contact information in the case of technical questions.

Funerals are an obvious exception to this deadline. In the case of funerals, the Coordinator shall be notified as soon as a date and time have been set.

Events in the Life Center do not require 4 weeks notice unless training or other technical assistance is required. Persons using the Life Center are responsible for operating the systems unless help is requested.

### ***2.2 Rehearsals***

In the event that a group or individual needs to schedule rehearsal time with operational sound, at least a two week notice must be given. This assures the availability of a sound technician and the coordination of setup between rehearsals and other events that may be taking place. It is the responsibility of the group or individual to work out church facility scheduling with the church office.

### ***2.3 Team Availability Scheduling***

All volunteers and staff tech workers will have a login to PlanningCenterOnline.com. Each person is responsible for updating his or her availability using the block-out feature to allow for easier scheduling for dates at least three months out. Blocked out time should include weekdays for the purposes of rehearsals.

Notifications will be sent when positions are scheduled. Please respond to these to confirm your availability.

## **3 Worship Service Preparation**

### ***3.1 Submission of Worship Materials***

All order of worship documents and announcements are to be submitted to the technical teams by no later than 5pm on the Thursday before the Sunday morning services of interest. This means that all lyric discrepancies need to be resolved by this time (see next paragraph). For other services, material

is to be submitted 3 days before the event unless otherwise arranged before this deadline. Verbal announcements for video presentation are due to the Coordinator by the Wednesday morning before the Sunday service.

It is the responsibility of the worship leader to check the online lyric database web site to assure accuracy in what is displayed during the service. All songs are pre-formatted exactly as viewed on the lyric site. Any changes need to be submitted to the person responsible for compiling the order of worship so that it can be sent to the technical team on time.

### **3.2 Last-minute changes**

Last minute changes to worship lyric sets and announcements are discouraged because of the limited and varying time available before the services. Changes to announcement rotations can be submitted to the team up to 2 days before the service, but cannot be guaranteed. No changes or additions after this time will be accepted.

All videos and other multimedia presentations (other than regular announcements and worship slides) must be made known at the time when the service outlines are distributed to the technical teams.

### **3.3 Speaker/Sermon Notes**

All presentations for sermons are to be completed by the individual speaker and not by the formatting team. Assistance is available with adequate notice (no later than the beginning of the work week before the Sunday the notes are to be shown). Contact the Coordinator to set up such assistance. The presentation shall be placed in the appropriate place on the church server with the file naming convention "YYYY-MM-DD Sermon.ppt". Sunday morning operators reserve the right make modifications to these presentations that enhance the visibility of text on the screen.

### **3.4 Supported Media Formats**

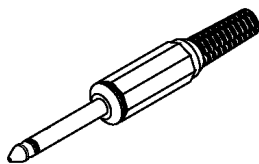
The following is a list of media we are capable of playing and will support:

- Audio CD
- DVD
- MPEG I, AVI, MP4, or WMV files
- PowerPoint Presentation Files (please have all non-standard fonts imbedded or as graphics)

If you wish to play a type of media not listed above you must provide a player with RCA or ¼" audio connectors and an RCA video connector. Figures of these connectors are provided below for clarification. All videos should be of the highest quality (artistically and technically). No internet streams please.



RCA



¼"

## 4 Summary of Deadlines and Deliverables

Item	Due
Order of Worship	Thursday, 5pm
Lyrics	Thursday, 5pm
Announcements	Thursday, 5pm
Rehearsal Notification	2 Weeks Prior
General Event Notification	4 Weeks Prior
Specific Details	2 Weeks Prior
Help with Sermon Notes	1 Week Prior
Weddings	1 Month Prior
Concerts	1 Month Prior

## 5 Technician Procedure

The following is an ordered list of items to be completed before each service by the indicated people. A short description of each person's responsibilities is also included.

### 5.1 Sound Technician

The sound technician is the person in charge of booth operations and is the operator of the sound board. Any major decisions that would affect the operation of any piece of equipment in the booth or on stage shall be made by the sound technician if the Coordinator is not available.

1. Review the order of worship the night before the service and make note of who is leading worship and if there are any special events, such as baptisms, sharing times, solo music, guest speakers, etc.
2. Upon arrival to the church (no later than 7:15 AM for Sunday morning services) proceed immediately to the stage to position mikes and stands where they are needed according to the group leading worship or any other special event taking place.
  - a. Please pay attention to appearance and neatness.
  - b. For your own sanity, keep the mics in logical order as they appear on the sound board.
  - c. Consult with the worship leader(s) to confirm positioning of this equipment.
  - d. Do not leave extra equipment on stage.
  - e. Avoid amplifiers that point toward the audience. Have musicians "go direct" if possible.
3. Stop by the office to pick up the CD labels from the "Sound and Tapes" mail box located on the back wall of the production room.
4. Turn on all power to the booth including the computer and projector.
5. Perform any patches necessary to place the mikes in their appropriate channels.
6. Start sound check. Proceed with the remaining tasks as time allows.
7. Prepare one CD's for recording.
  - a. The entire service is to be recorded second service onto CD. Add CD text before CD's are finalized.

- b. The second service is to be recorded on Celebration (communion) Sunday (labels for which can be found in the sound booth file drawer). Any special events during the third service, such as baptisms and baby dedications, may be added to the end of the CD. Sharing times are not to be recorded.
8. Starting Each Service
    - a. Two minutes before the service start time make an all page stating that the service will being in two minutes.
    - b. One minute before the service start time flash the house lights again, stop the background music and start the pre-service countdown/announcement video.
  9. After the second service is over
    - a. Make 2 CD's and deliver them to the welcome center
  10. After all services are completed
    - a. Disconnect all microphones and place them in the lockable cabinet
    - b. Put away all extra mic stands that are not part of the normal worship team setup
    - c. Shut down the computer
    - d. Turn off projector
    - e. Turn off all stage lights and return house lighting to full
    - f. Turn off booth power
    - g. Lock booth

## **5.2 Presenter**

The presenter is responsible for the operation of the computer to display items on the screen. Lights, video equipment, and the background music may also be operated by the presenter.

1. Upon arrival to the church (no later than 7:30 AM) log into the computer as "techies"
2. Open EasyWorship and open the schedule file in the folder T:\Church Services\YYYY\YYYY-MM-DD\ where YYYY is the 4-digit year, MM is the 2 digit month and DD is the two digit day.
3. Insert all PowerPoint presentation files (sermon and rotating announcements).
4. Verify countdown and announcement videos are inserted.
5. Assist the sound technician in the testing of all video sound.
6. Print "second set" worship lyrics if required by worship leader.
7. Start the automatic announcement sequence (to be shown before, after, and between services).
8. Start the countdown/announcement video one minute before the service starts time.
  - a. Stop background music in iTunes before showing countdown.
9. Continue with the announcement video as appropriate.
10. Continue with the worship and other slides as needed.
11. Be sure to start the automatic announcements immediately after the service is over.

## **6 Media Duplication and Recordings**

### **6.1 Requests**

All requests for copies of recorded media are to be submitted on the designated request form in writing or using the church's online request form.

### **6.2 Labels**

Three sheets of CD labels shall be produced by the office staff. The files for these labels will be placed on the techies share for later use by the person filling media requests.

### **6.3 Order Fulfillment**

There shall be one person (staff or volunteer) responsible for media duplication at any given time. This person is responsible seeing that the following items are carried out during the week between Sundays.

1. All new request slips shall be placed in the "Sound and Tapes" mail box.
2. Upon receipt of a request, the designated duplicator will make the appropriate copies and labels if needed.
3. Wrap all copies with the request form.
4. Place all requests in at the Connections Central when done. Do NOT deliver media directly to mail boxes. Orders will be picked up at connection central to assure payment. Notification papers will be delivered to each requester's mail box.
5. When the media is picked up, the Connections Central attendant is to keep the original request slip and indicate the date and amount paid. No orders are to be given out without payment. Paid request slips may be placed in the Coordinator's mail box.

### **6.4 Online Sermon Audio and Podcast**

There shall be one person (staff or volunteer) responsible for making sure the sermon is uploaded and available online each week. This should normally be done after the second service or as soon as possible after that time. Detailed instructions of this process can be obtained from the Coordinator.