

Church Media Team Instruction Plan

Overview

This instruction plan is designed to equip the church media team with the necessary skills to manage audio engineering, presentation software (ProPresenter), camera operation, multi-track recording in LogicPro, and Restream for streaming. Each section will provide detailed steps, best practices, and troubleshooting tips.

1. Audio Engineering

Objectives

- Understand the soundboard and its components.
- Learn to set up and balance audio levels.
- Handle microphones, instruments, and other audio inputs.
- Monitor and adjust sound during live services.

Instruction Steps

1. Introduction to the Soundboard

- **Components:** Explain the functions of each section (e.g., faders, EQ, aux sends, main output).
- **Signal Flow:** Describe how audio signals travel through the board.

2. Setting Up Audio Inputs

- **Microphones:** Show how to connect and set levels for vocal and instrument mics.
- **Instruments:** Connect instruments and balance their levels.
- **Line Inputs:** Demonstrate connecting other audio sources (e.g., keyboards, playback devices).

3. Balancing Audio Levels

- **Gain Staging:** Set appropriate gain levels to avoid distortion.
- **EQ:** Adjust EQ settings for clarity and balance.
- **Aux Sends:** Configure monitor mixes for musicians and speakers.
- **Faders:** Use faders to mix the audio for the house and online streaming.

4. Live Sound Management

- **Monitoring:** Constantly monitor audio levels and quality.
- **Feedback Control:** Identify and eliminate feedback.
- **Troubleshooting:** Common issues (e.g., no sound, poor quality) and their solutions.

5. Practice Sessions

- **Mock Services:** Run practice sessions to simulate live services and adjust accordingly.

Best Practices

- Regularly check and maintain equipment.
- Use headphones for monitoring specific channels.
- Keep a consistent volume level to avoid sudden changes.

2. Presentation Screen (ProPresenter)

Objectives

- Operate ProPresenter for worship lyrics, videos, and sermon slides.
- Manage media library and playlists.
- Troubleshoot common issues.

Instruction Steps

1. Introduction to ProPresenter

- **Interface Overview:** Familiarize with the main interface, including slides, library, and playlists.
- **Key Features:** Explain the key features such as the stage display, timers, and scripture lookup.

2. Setting Up a Service

- **Creating Playlists:** Organize media and slides into a playlist for the service.
- **Importing Media:** Import and organize songs, videos, and sermon slides.
- **Formatting Slides:** Customize slides with backgrounds, text, and transitions.

3. Running a Live Service

- **Navigating Playlists:** Efficiently navigate through the playlist during the service.
- **On-the-Fly Adjustments:** Make quick changes to slides as needed.
- **Video Playback:** Queue and play videos smoothly.

4. Troubleshooting

- **Common Issues:** Fix issues like missing media, slide misalignment, and technical glitches.
- **Backup Plans:** Have backup media and slides ready.

Best Practices

- Pre-check all media before the service.
- Keep slides clear and easy to read.
- Use consistent formatting and transitions.

3. Camera Operators

Objectives

- Operate cameras for live streaming and recording.
- Understand framing, focus, and camera movement.
- Coordinate with other team members for a cohesive production.

Instruction Steps

1. **Introduction to Camera Operation**
 - **Camera Types:** Overview of the cameras being used.
 - **Basic Functions:** Power on/off, recording, zoom, focus, and white balance.
2. **Camera Setup**
 - **Positioning:** Best positions for different types of shots.
 - **Framing:** Rules of composition, such as rule of thirds, headroom, and lead room.
 - **Focus and Exposure:** Adjust focus and exposure settings for clear and bright images.
3. **Live Operation**
 - **Camera Movements:** Panning, tilting, and zooming smoothly.
 - **Shot Types:** Establishing shots, close-ups, medium shots, and cutaways.
 - **Communication:** Use headsets or signals to coordinate with the director and other camera operators.
4. **Recording and Streaming**
 - **Starting/Stopping:** Correct procedures for starting and stopping recordings.
 - **Live Feed:** Ensure the live feed is consistent and stable.

Best Practices

- Regularly clean and maintain camera equipment.
- Practice different shots and movements.
- Communicate clearly with the team.

4. Multi-Track Recording in LogicPro

Objectives

- Set up multi-track recording in LogicPro.
- Record, edit, and mix audio tracks.
- Export final mixes for use.

Instruction Steps

1. **Introduction to LogicPro**
 - **Interface Overview:** Familiarize with the main interface, including tracks, mixer, and transport controls.
 - **Setting Up a Project:** Create and organize a new project.
2. **Multi-Track Recording Setup**
 - **Audio Interface:** Connect and configure the audio interface.
 - **Track Creation:** Create and name tracks for each audio source.
 - **Input Assignment:** Assign correct inputs to each track.
3. **Recording Process**
 - **Levels Check:** Set and monitor input levels to avoid clipping.
 - **Recording:** Start and stop recording, and manage takes.
 - **Overdubbing:** Record additional parts as needed.

4. Editing and Mixing

- **Basic Editing:** Cut, copy, paste, and move regions.
- **Mixing:** Adjust levels, panning, and apply effects.
- **Automation:** Automate volume and effect parameters.

5. Exporting

- **Mixdown:** Export the final mix as a stereo file.
- **Multitrack Export:** Export individual tracks if needed.

Best Practices

- Save projects frequently and back up regularly.
- Use templates for recurring setups.
- Keep track of all recordings and takes.

5. Restream as the Streaming Encoder

Objectives

- Set up and configure Restream for live streaming.
- Manage multi-platform streaming.
- Monitor stream quality and troubleshoot issues.

Instruction Steps

1. Introduction to Restream

- **Account Setup:** Create and configure a Restream account.
- **Platform Connections:** Connect Restream to various streaming platforms (e.g., YouTube, Facebook).

2. Streaming Setup

- **Encoder Settings:** Configure encoder settings in OBS or another streaming software.
- **Stream Key:** Enter the stream key from Restream into the streaming software.

3. Going Live

- **Starting the Stream:** Start the live stream from the streaming software and Restream dashboard.
- **Monitoring:** Monitor stream health and performance on the Restream dashboard.
- **Interactivity:** Engage with viewers using Restream's chat aggregation feature.

4. Post-Stream

- **Archiving:** Save and archive streams for later use.
- **Analytics:** Review stream analytics for performance insights.

Best Practices

- Test the stream before going live.
- Maintain a stable internet connection.
- Use high-quality video and audio sources.

General Tips for Team Coordination

- **Communication:** Establish clear communication channels (e.g., walkie-talkies, headsets).
- **Checklists:** Use checklists to ensure all tasks are completed.
- **Training:** Regularly train and refresh the team on procedures.
- **Feedback:** Encourage feedback and continuous improvement.

This detailed plan aims to ensure that each team member is well-equipped to handle their responsibilities efficiently and effectively, resulting in a seamless and professional worship service.