Media Ministry
(revised 5-16-2020)

Thank you for serving in the Media Ministry. We have listed some guidelines for this ministry.

- If you are serving in the Media Ministry, you should arrive by 9:30am on your assigned Sunday.
- If you are unable to serve as scheduled, you should attempt to swap weeks with someone. You should also let your Team Leader know if this occurs (Team Leader contact information is on the ministry schedule).

The Media Team is responsible for Audio Visual Components of the Worship Services. They work closely with the Pastor and Worship Leader to "build" the presentation for the praise and worship and message each Sunday. *See Setup Checklist*

The media system consists of 4 computers running specialized software, a video projector, a digital sound mixer, a CD player, several microphones, guitar / keyboard inputs, a stage lighting system, a couple of cameras and a Video Conferencing / Web Streaming system.

It takes a couple of hours to train on the basics of these systems and another 2-3 hours to become an expert.

The Worship Leader will "build the script" each week. The script consists of the songs selected for the worship set and the presentation notes for the pastor.

Note: There is no DVD player in the system. DVD (movies) must be ripped from the DVD onto the MediaShout Machine. This is not something that can be done "on-the-fly".

Ideally the member of the Media Ministry who will be on duty the following Sunday will attend band practice. This affords him/her the best opportunity to become familiar with the songs and the transitions. The Ministry Schedule will have 2-3 people each week for this ministry.

Zoom
There is a "Zoom Station" in the back of the room. This machine should be brought on-line about 10:00. Someone will be assigned to this function. Their responsibility is to greet and welcome our on-line guests.

The Zoom station will be configured in Gallery Mode from 10:00 - 10:30 to allow all participants to interact with not only other Zoom participants but those at the building as well.   At 10:30 all participants will be muted and the OBS* computer will be selected as the featured participant. This configuration essentially Streams the service to the zoom Participants.

OBS (Open Broadcast System) This system will capture what is being projected on the screen and make it available for "broadcast". It also accepts the Camera inputs. the OBS Operator will be responsible for selecting what is being streamed to the Zoom participants.

Personnel
- Build Media Shout Script -> Pastor and Worship Leader
- Media Shout Machine / OBS Operator -> 1 person / 2 computers
- Lighting / Sound Playback / Sound Mixer -> 1 person / 1 computer (multi function)
- Zoom Operator -> 1 person / 1 computer

For Media Ministry Team -

MEDIA SETUP CHECKLIST	MEDIA BREAKDOWN CHECKLIST

About 9:30*
 	
_ Power on the system from the breaker panel in the janitor's closet. Breaker 1 provides power to the sound system. Breakers 2-6 provide power to the stage, lights and projectors.
 	
_ Turn on the computers-
    -- MediaShout Machine (Worship Leader)
    -- LimeLight Machine
    -- X-Air Mixer Machine.
    -- OBS
    -- Zoom
 	
_The band should arrive and may want to run through the songs.
--Use this opportunity to double check framing of script
-- the band should finish by 9:45
--Play background music
 	
About 10:00
_Turn on the video projector
(either with remote or via computer app)
-- Start the MediaShout announcement loop.
_ Start Zoom Session
 	
10:30
_ Configure Zoom to feature OBS
	_ Turn off Projector
	_ Turn off all lights via LimeLight
	_ Exit programs turn off computers for
	    -- Media Shout
	    -- LimeLight
	    -- X-Air
	    -- OBS
	    -- Zoom
	
	Turn off Breakers 1-6

'*' The band generally arrives about 9:00 and will likely have the system on.