

TASKS ON A SERVICE

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Before the service

- Follow the [setting up the system](#) guide.
- You don't need to go through the rehearsal guide again. Definitely don't reset the stage mixers.
- Turn off the stage.
- Mute the pulpit.
- Mute the headset.

Align the pulpit microphone

Make sure the pulpit microphone is aligned properly: it should point to the mouth of the speaker.



Align the pulpit

There is a mark on the floor, align the pulpit to be at the correct position.



Prepare for live-streaming

You should do this section before 09:50, as timed operations will start the streaming after that.

Turn on the sockets

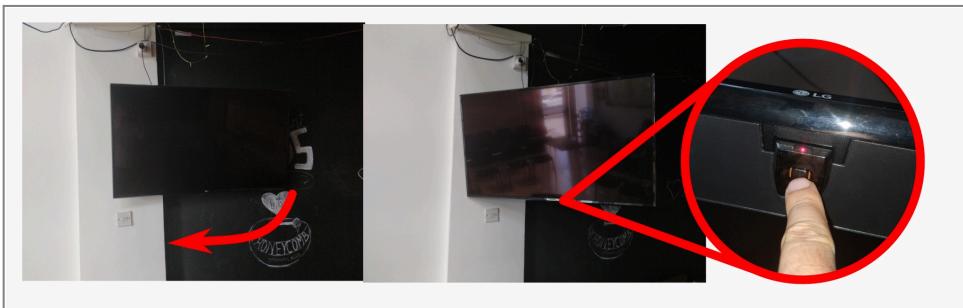
1. “Screens, projector, sockets” (close to the light switches, below the counter)
2. “Networking” (between pc screens & console)

Turn on the pole-TV

Use the remote control labeled “CENTURY”, it is above the console on the shelf usually:



Turn on the coffee-shop TV



- Pull it out to face the audience.
- The button is in the bottom center.

Turn on the PC

The power button is on the top:

Wait for the LOGIN screen.



LOG IN

After the PC booted, enter the password.

Prepare the headset

1. Above the mixing console, on the shelf you'll find the battery charger.
2. Based on the labels on the charger, select the appropriate set of batteries.
3. The headset should be there too.
4. Press the button on the headset (see image, point #1)
5. While pressing the button, slide down the back side (see image, point #2)
6. Put batteries in
7. Close it back
8. Turn it on by long pressing the button on top (see image, point #3)
 - It should light up green, displaying 8 on the display.
9. Mute/unmute it as needed by a short(er) press. (It turns red if muted.)
 - Sometimes they ask that you unmute it and they don't need to pay attention.
 - Sometimes they know how to mute it, and they do it.
 - And sometimes they forget to unmute it, then you need to signal them.



If the service starts hours later, you can keep it turned off, and only turn it on before it is given to the preacher.

Rehearsal

Usually there is a small rehearsal before the service, since you are set up from the previous rehearsal, just check that everything is ok.

Before the service

Playing background music

You can play background music from two sources, the easiest is the first option.

First option: Playing from the streaming PC

1. Open Google Chrome
2. There is a bookmark called, “BG MUSIC”
3. Start playing (with shuffle)

Second option: from the extra 3.5mm cord

There is an extra 3.5mm TRS jack lead dangling around the projection machine, you might connect some device to it to play back music.

Enabling the background music

- Unmute {**Mute Groups**/“AUX / PC”}
- Set the level with {**Groups**/“AUX / PC”} (on the right side)

During service

During worship

- Constantly monitor:
 - Did you turn off the preaching mics?
 - Is the volume in a normal range?
 - Do you hear every vocalist & instrument?
 - Do you hear the drum? (From the speakers? Listen for the hi-hats!)
 - Is there any distortion?
 - Is there anything that bothers your ear?
- **PUT YOUR HEAD OUT** to hear what is really going on.

When someone speaks or prays

- Mute the effects! Having effect on praying or preaching is very cheesy.
- If it's too much to pay attention to, that's all right, then mute the effects once and forget it:)

During preaching

- Constantly monitor:
 - Is the stage turned off?
 - Only the right microphone is on? (pulpit **OR** headset, never both)
 - The volume is correct?
 - Is there any distortion?

Rule of thumb

- Always make sure to mute/unmute the right combination of STAGE / PULPIT / HEADSET.
- Only **ONE of those three** should be unmuted at a time.

When	Pulpit	Headset	Stage
Announcements	ON	Muted*	OFF
Worship	Muted	Muted	ON
Preaching**	Muted	ON	OFF

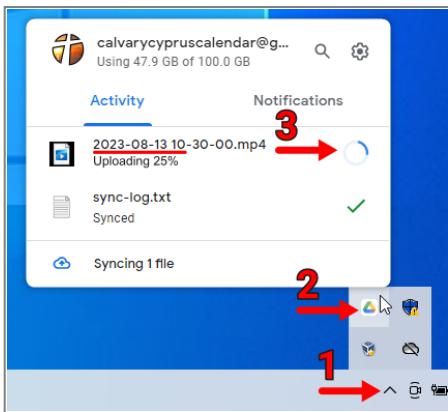
- *: If the person who is doing the announcements has the headset then switch to it.
- **: If the headset doesn't work, or stops to work, then switch to pulpit.

Closing

- Turn off the coffee shop TV.
- Restore all custom changes on the stage, if you made any.
- Plug back the monitor power cables on the stage.
- SPL METER: Put it back onto the shelf above the console.
- Headset:
 - Take out the batteries and put them back into the charger, to the same spot they were in.
 - Put the headset back to the shelf above the console too.
- Wait for the recordings to upload.

If you can, please wait about 15 minutes to pass between the end of the live-streaming, and turning off the PC. The computer automatically uploads the recordings of this event, so that our crew could edit/upload/manage it.

You can check on the status by clicking on the: **System tray → Google Drive icon**, and verifying that a file with today's date is being/was uploaded.



- Follow the “Turning off the audio system” guide posted on the mixer door.