



BRBC

AV guidelines

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Contents

	Page No
Providing an Order of Service	3
AV Guidelines	4
Songs.....	4
Sermon Points	5
Bible Reference and text.....	5
Responsive readings.....	5
Video Material	6
DVD's	6
PowerPoint.....	6
Pictures.....	7
Sound files	7
You Tube Videos	7
Copyright	7
Leading worship.....	7
Finally	8

Providing an Order of Service

1. Below is an example of an Order of Service that has been used at Brighton Road Baptist Church:

BRBC Order of Service

Sunday 15 July 2007

Morning Service

Welcome, Notices etc

Prayer - and then without introduction - straight into.....

DVD song and pictures "Above all powers"

SoF 1481 "O my soul, arise and bless your maker"

Prayer a) for one another

b) intercessions

Reading (Exodus 24 v. 3-8 and Luke 22 v. 14-20)

SoF 1187 "Before the throne of God above" and OFFERING

Sermon

SoF 21 "And can it be"

Communion - *very* quiet music during distribution, please

SoF 544 "There is a redeemer"

Said grace

2. The Order of Service needs to be emailed to:

brbc-av@gmx.com

from where it will be distributed to those who need to receive it.

This should be done by Wednesday 18:00 hours at the latest prior to the Sunday service to allow preparation and queries to be sorted out in good time. This also allows the musicians to distribute the service in good time for their practice on Thursday evenings.

3. It would be very helpful if you could provide a contact telephone number in case there are any queries that need to be sorted out.
4. If you are emailing attachments please bear in mind some email systems file size limitations. Generally speaking file attachments up to 50MB should be OK. If you have attachments greater than this size consider the following options:
 - a. Split the attachments up and send them as individual emails.
 - b. Compress the attachments with Winzip or Windows built in compression software (right mouse click on file and choose Send to Compressed (zipped) folder) and send the resulting zipped file.
 - c. See the section on PowerPoint for compressing PowerPoint presentations.
 - d. Use the free part of a service like YouSendIt.com

AV Guidelines

5. BRBC uses MediaShout for the projection of songs and other material. There are two large screens either side of the platform and a plasma screen hung in front of the balcony for viewing from the platform.
6. A remote control is available to advance slides from the front for sermon points or PowerPoint material.
7. Please note that the following are guidelines only and do not need to be stuck to rigidly but hopefully will help all concerned.....

Songs

8. All of Songs of Fellowship Books 1, 2, 3 and 4 together with the majority of Baptist Praise and Worship are available. If choosing songs from these sources just provide the song number and title e.g.

SoF 1118 "Who paints the skies into glorious day?"

BPW 382 "I will sing the wondrous story"

9. If the song is from another source so that we can add it into our database it would be appreciated if you could provide the following details:

Title:	The song title or first line
Author:	Full Name or Name and Initials of the song's author
Copyright information:	Full Copyright information including confirmation it is covered by the CCLI licence
verse 1:	Full text of verse one
chorus:	Full text of any chorus
bridge:	Full text of any bridge
verse 2:	Full text of verse two (Repeat above as necessary)
Play order:	e.g. v1, c1, b1, c1, v2, c1
Tune:	Provide either the tune to be played, the music score or the source e.g. Mission Praise, Spring Harvest etc

10. If a chorus or verse is to be repeated indicate on the order of service, if known in advance e.g. *V1, Chorus, V2, Chorus, Bridge, Chorus *2, V1 or Repeat Song or Repeat final chorus*. But see also section on leading worship for more spontaneity.

Sermon Points

11. Please provide any text that you wish to be displayed during a sermon.
12. If the projector operator is expected to change slides then please either provide a full script clearly marked up with the slide changes, or pre-arrange with the operator a clear signal to change slides. Alternatively the remote control may be used to advance the slides.
13. White text on a black background is normally used for sermon points but that is taken care of in the preparation.
14. PowerPoint slides can also be used to illustrate a sermon but please see separate section on PowerPoint.

Bible Reference and text

15. Please indicate whether just a Bible reference is to be displayed or whether the full text of the passage is required. If on the Order of Service it is shown as for example Luke 22:1-22 it will be assumed that only the reference is to be displayed.
16. The pew bibles are NIV so please indicate if another version is being used when the full text is to be displayed e.g. John 3:16 New Living Translation

Responsive readings

17. If a responsive reading is taken from Baptist Praise and Worship just provide the relevant number and first line. This will then be available with the leader's text in white and the response in yellow all on a blue background.
18. Alternatively please provide the text clearly indicating what is to be read by the leader and what is the response. This will then be provided as above.

Video Material

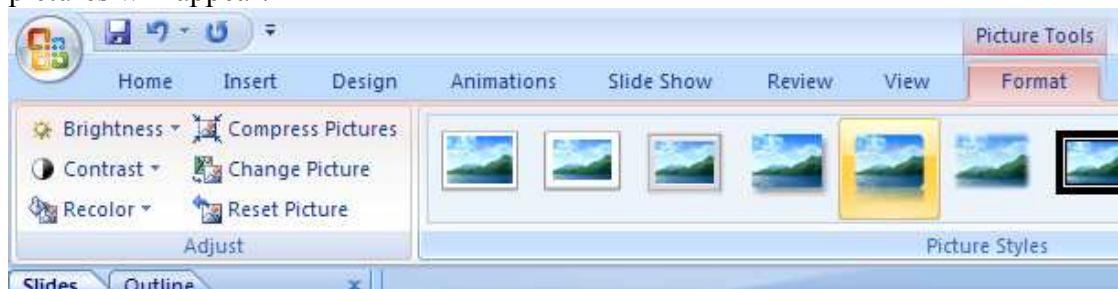
19. Most video formats can be dealt with however the preference is for files either with a .wmv .mpg or .avi extension.
20. Please provide this material either on a CD or memory stick or we can arrange access to an area of the BRBC website so that you can upload it. This will allow us to incorporate it into the MediaShout script.

DVD's

21. DVD's are played on a normal DVD player and can be brought along at the beginning of the service unless any pre-editing is required in which case it will need to be provided along with the Order of Service. Editing can only be carried out on material which does not have copyright protection.

PowerPoint

22. PowerPoint slides should be provided in version 2003 or earlier as a .ppt file. If you use PowerPoint 2007 please save the presentation as a .ppt file instead of a .pptx file
23. The first slide should be a blank black slide as should the final slide. This allows any animations that might be used, to work properly when used within MediaShout.
24. If the PowerPoint contains or has sound files attached ***please*** contact the AV preparation team as early as possible so that advice and help can be provided.
25. If your PowerPoint presentation contains pictures, compress them prior to emailing to reduce the size of the file produced.
 - a. In PowerPoint 2003 select a graphic, right mouse click on it, select format picture from the menu, select the picture tab within the screen that is displayed and then click on the “Compress” button. Apply to all pictures in document, select Web/Screen as the resolution and ensure that both “compress pictures” and “delete cropped areas of pictures” are ticked. Finally press OK.
 - b. In PowerPoint 2007 select a graphic. Above the Format option on the menu bar there should appear a “Picture Tools” option. Click on this and then over on the left hand side of the screen an option to compress pictures will appear:



Click on this option to get a “Compress pictures” pop-up window.
Click on options and select Target output as being “Screen (150ppi)”.

Ensure both “Automatically perform basic compression on save” and “Delete cropped areas of pictures” are both ticked. Click on “OK” to return to the “Compress pictures” pop-up window. Ensure the “apply to selected pictures only” is unticked and finally click on “OK” and save the PowerPoint file as a PowerPoint 97-2003 .ppt file

Pictures

26. Pictures to be displayed during the service should be provided as .jpg files. The resolution should be no greater than 1024x768 and can be a lot less. As a rough guideline if the file is less than 25k in size the resolution may not be sufficient.
27. If expecting the team to source appropriate pictures from our library or the Internet please give a clear indication of the type and nature of the picture required and we’ll see what we can do. We are happy to put together sequences of slides given sufficient advance notice so please talk to us with your ideas and requirements.

Sound files

28. Sounds can be played from the PC or a sound track can be played from a CD player. If providing a sound file to be played from the PC please provide it as a .wma or .mp3 file.

You Tube Videos

29. You tube videos can be downloaded and played as a video file. Please provide the URL link e.g. <http://uk.youtube.com/watch?v=TD4g0gmQSLk> and a brief description.

Copyright

30. Please ensure that Copyright is complied with at all times. This applies to songs and video material but also to pictures that you may download from the Internet. If unsure please ask advice.

Leading worship

31. It is always helpful for the congregation to have the correct words on the screen at the right time to allow a true spirit of worship to pervade the meeting. This requires close co-ordination between the worship leader, musicians and the projection operator. If a chorus or verse or song is to be repeated please try using the following signals:
 - a. Chorus repeat – Form a “C” with your thumb and forefinger and hold it up so it can be clearly seen.

- b. Verse repeat – Form a “V” with your left thumb and forefinger and then indicate the number of the verse by using the appropriate number of fingers and thumb on the other hand. If there are more than five verses, be inventive!!!
- c. Song repeat – Make a clear circular motion with your pointed forefinger and wrist or whole arm.

OR

- d. If you are playing an instrument and don't have sufficient appendages to achieve the above, during the last line of the verse or chorus say loudly into the microphone
- e. Verse “*number*”, “*The first few words of the first line of the verse*”
- f. Repeat Chorus
- g. Repeat the whole Song

Note: The projection operators are generally not musicians so be careful if the music says Bridge, Reprise or Refrain. It is quite possible that the song in the projection software is not laid out quite like the music. If we know about it then we can make sure any Bridge or equivalent is appropriately labelled as such and it would then be quite legitimate to say “Repeat Bridge” etc.

Finally

- 32. If any of the above is Double Dutch to you or you need help or advice please contact the AV preparation team as early as possible and we'll do all we can to help. Don't leave it until the eleventh hour (Matthew 25:1-12).

End of Document