



St. Luke Evangelical Lutheran Church

Audio/Visual Manual

Updated 5.2021

Sanctuary

The Sanctuary is equipped with several pieces of audio/video equipment including microphones, video monitors and video cameras. We have the capability to live stream and/or record on a thumb drive. This technology can be used for Sunday Worship services, weddings, funerals, speaking engagements, concerts, etc.

Power On

You will need to retrieve the iPad from its charging station, which is currently in Shelly Davies' office. All power to the equipment is run through an iPad. The code to get on to the iPad is 269526. Once the iPad is unlocked you will be greeted with one of two screens. If you are on the 'home' screen, you will want to click on "Q Control" at the bottom right of the screen. This brings you in to the program used to run the AV equipment. If you are not on the 'home' screen to start, you should already be in the "Q Control" app.

Next you will click the button at the bottom left which says 'Power is OFF'. This will turn the power on for all AV equipment in the Sanctuary.

Set up the Microphones

We have several microphones and each has their own purpose/benefits. All microphones are labeled. Microphones are stored in the drawer of the rack in the AV closet.

Piano mic – This microphone lives inside the piano. It is great for picking up piano sound, as well as the organ.

Boundary mic – This microphone is a flat rectangular shape. It sits on the Altar and works well to pick up voices from a few feet away. It also picks up the organ.

Pastor's Mic(s) – There are actually two. One is a wireless mic which is worn over the ear with a power box that sits on a person's belt or in their pocket. The second is a handheld mic. They can both be used during an event, but not at the exact same time.

HH2 – This is Handheld 2. This mic works well to pick up voice in close proximity. It does not pick up voice at a distance.

HH3 – This is Handheld 3. This mic works well to pick up voice in close proximity, and can be used to pick up from a foot or two away, but it's not recommended.

Pulpit mic – This microphone is designed to sit on the Pulpit. It does not need to be held by the speaker, or manipulated into place by the speaker, as it will pick up from a short distance.

After turning on all the power, a sound check should be the next thing completed. Decide which microphones you plan to use where. Check the battery level. It should register three bars, or you should change the batteries. New batteries are in the drawer where the microphones are kept. Turn on the microphones, put them where you plan to use them, and run a sound check, using the iPad to verify levels. Check the levels for both the 'Sanctuary Audio' (from the home page of the app) and the 'Streaming Audio' (from the Streaming page-button located on the bottom right that looks like a circle with vertical lines and dots inside).

Currently, Pastor's over-the-ear mic should be set around 68% to be at a good level in both the Sanctuary and on the LIVE stream.

While setting up the microphones and doing the sound check, please also check that the cross next to the pulpit if placed at the back of the pulpit so the upright of the cross does not get in the way of the camera shot from the side camera.

Current mic set up:

PULPIT mic – on Pulpit

BOUNDARY mic – on Altar

PIANO mic – in piano

PASTOR (headset) – on Pastor

Other options:

HH2 – on Pulpit

PASTOR (handheld) – in piano

Video Cameras

The cameras have six different shots they can make, giving us a total of 12 shots. The REAR camera has five preset shots and one custom. This can be set differently for each service as desired. The SIDE camera has five shots preset as well, and one custom which can be set per service.

To Set a CUSTOM video shot, click on the icon the bottom right of the iPad when you are in the Streaming page. It looks like a gear wheel. Then choose the camera you would like to set on the left side of the screen. Use the arrows and + and – signs to set up your shot. Once you have it where you like it, click ‘Save’ at the bottom. Hold the button for 2-3 seconds and then release.

Tips for When/How to Change Camera Shots

Unfortunately, our cameras cannot pan, fade or zoom while LIVE. When switching camera shots, you always want to switch cameras. Otherwise, you will get a quick zoom from one shot to another and end up making your watchers motion sick!

What Kind of Shots Should I Use?

At the Pulpit – ‘Medium’ and ‘Close’ shots are best during the readings or sermon. When someone is leaving the pulpit and another person is coming, take a ‘Side Wide’ or ‘Rear Medium’ to allow for the movement so that you don’t lose people in the shot.

Music – ‘Wide’, ‘Medium’, ‘Choir’ and ‘Piano’ are best

Communion – ‘Altar’ when Pastor is preparing the elements, ‘Wide’, ‘Back’ and ‘Medium’ during distribution.

Other shots we have preset

‘Back’ would be used well during a processional of the choir, pastor or at a wedding

‘Custom’ can be set to anything. It does take time to set, so it’s best to be done prior to the event.

‘Piano’ focuses in on the grand piano.

'Choir' focuses in on the choir chairs

Switch cameras during pauses –at the end of a section of the service, or during a pause or period in a prayer or sermon.

Don't switch camera shots too often. What is 'too often'? During a ten minute sermon, switch approximately 4-6 times. During the communion music, switch about 2-4 times.

How to Go 'LIVE'

At 9:55 am for Worship, or approximately 5 minutes prior to your event is when you'll want to start.

Click on 'Streaming' from the first page of the app.

Choose which camera shots you want to start with and click 'Go Live' under the picture.

Click 'Start Recording' at the top left if you just want to record.

Click 'Start Streaming' at the top right if you just want to stream to YouTube.

Click both to do both.

Then, you'll need to check the computer. Go to the YouTube page and click on the St. Luke icon on the right.

Click on 'Your Channel'.

Click on the blue 'Manage Videos' button at the top right.

Under the words Channel Content, click on the word 'Live'.

Find the correct video listed and hover over the icon, then to the right of the video, click on the third icon for 'View in Live Control Room'.

Since you have 'Started Streaming' from the iPad, the box on the top right of your computer screen should now say 'Go Live' and be the color blue. Click there. (If it's not blue, then wait a minute. You can also click on it while it's gray and it will sometimes turn blue.)

End of Service

At the end of the service, remember to show the slides that show our copyright information. 5-7 seconds per slide is adequate. Then, stay on the slide for that weeks' service until the music ends. Remember NOT to turn off the microphones until the music ends. However, DO keep an eye on whether Pastor Frye still has his headset mic on. If so, turn that off so that when he speaks to people after the service, it's not streamed to YouTube!

Trouble-Shooting in the Sanctuary

TV Monitor Won't Turn On/Off

If one of the TV Monitors at the front of the Sanctuary is not on, the bottom right of the iPad screen has a button that says 'Display Control'. Click here and you can turn on and off the screens individually. If that does not work, there are two remotes on top of the rack system in the closet. To use the remotes, you'll need to walk up to around the altar area.

Other Spaces

Chapel/Large Screen Rolling Cart

This TV cart can be used in any room in the church, however it can only be plugged into the system for local feed from the cameras in the Sanctuary, in the Chapel. The plug is on the wall to the right of the main Chapel doors. The volume can be controlled via the remote control which is located on the cart. Please do not remove the remote control from the cart.

Fellowship Hall

The TV on the wall in the Fellowship hall is directly linked to the system for local feed from the cameras in the Sanctuary. The volume can be controlled via the remote control which is located below the TV. Please do not remove the remote from its 'home'.

Gathering Area (*two monitors*)

There are two monitors in the Gathering area which run announcement slides. They are accessible via an internet based program and can be programmed from any computer.

Rolling Cart #1

This cart includes a TV and a DVD player. This can be rolled to any room and used for computer or DVD display. An HDMI cable is necessary to connect a computer.

Rolling Cart #2

This cart includes a TV and a DVD player. This can be rolled to any room and used for computer or DVD display. An HDMI cable is necessary to connect a computer.

Projector & Screen

These two pieces work in conjunction with each other. The project is on a cart and the screen is laying down. Both are in the closet in the Fellowship Hall. They can be used in any location. Be aware that the projector is old and only connects from your computer with a ???? cable. Make sure you have the correct adaptors.