

# Sound-room procedure for 11:00am worship

John Snare 26/05/2023

11:00am worship is usually very simple from a sound room perspective because there are usually no videos to deal with and there is no need to set levels and manage sound from the band. All matters concerning the live streaming are dealt with by the A/V crew in the back of the church. The people in the sound room do not need to do anything to support the live stream.

The 11am service usually has a printed Order of Service which helps planning what needs to be done when.

What is typically required by the sound room controller is to control the pulpit/lectern mike and the radio mikes used by the ministerial team.

The objective is to make sure that the sound levels are appropriate when the mics are in use and to rapidly reduce volume or turn off microphones if feedback or something odd occurs.

Mics should be turned off when not in use (e.g. during hymns; the congregation doesn't need to hear the minister singing).

If a speaker has a radio mic and is speaking from the pulpit/lectern, make sure only one mic is turned on. (If the speaker is likely to move about, the radio mic could be the best option.)

## Preservice checks

1. Aim to get to the sound room / church about 20 minutes prior to the commencement of the service. This will allow for the following checks to be made,
2. Check the power to the sound room is turned 'on'
3. Check the ministerial radio mics have their mics with them and check their battery levels. If less than 2 bars showing, the battery should be replaced from the box of new AA batteries.
4. Check the pulpit mic and any other mic which will be used during the service ensuring it works by gently tapping on it when in the 'on' position.

## Procedure for the Sound Room.

5. Ensure the power to the sound room is 'on'. This switch is on the outside of the door.



6. The ministerial team have personal radio mics and look after them for themselves. Other radio mics are in the plastic drawers (see above).
7. Turn on the sound board if it is not already on. (The Audio board is normally left on after the 9.15am service with all the microphones on Mute.)

On the small central console select:

- Start
  - Library
  - 01 standard steaming worship – select, then – load, then – confirm.
8. Make sure that the ‘Main Out’ level (on the far right of the main board) is set at about -4. This controls the output level for all the inputs.



9. The main inputs to manage are the six on the left. Make sure the ‘USER 1’ is selected. Mute any mics not in use by pressing the relevant ‘MUTE’ button (which will illuminate when muted). In the example in the photo below, the ‘PULPIT Left’ line is in use but is muted. A good start is to set mics in use to a level of about 0. Depending on the speaker, it may be necessary to adjust up or down by up to 3 or 4. You can check on the headphones (beyond me to explain how) or by walking into the church and listening.



10. Currently, Neil Peters and Hoon have each been allocated a dedicated radio mic. Neil's receiver is labelled 1 and Hoon labelled 2. It is more fail safe to change the batteries during a hymn session than to replace the transmitter/receiver (beyond my knowledge how to pair the radio mike with a different transmitter/receiver).
11. To vary the volume from the radio mic in use by Neil or Hoon using their personal radio mics, use the Mute/unmute button and volume slider under the Neil Headset or Hoon Headset label rather than the adjacent buttons labelled Lapel 1 and Lapel 2 respectively.
12. Radio mic status and battery levels can be seen on the radio mic controllers mounted to the right of the main sound board. The radio mics use two AA cells, which should be changed when the battery level is 'one bar'.
13. At the end of worship, check with the A/V people if they still need the sound board. If not, turn it off as follows using the small central control panel:  
Press: Setup - middle left  
then Shutdown - top right  
then Confirm - centre
14. The sound room can then be switched off using the switch outside the door.