



Diocese of Western Anglicans Live Streaming Procedures

Remember, you are not only speaking to your congregation, but to the world. People are looking for online services to attend. So, speak to this. And, if you are doing this in a place other than your meeting location, please sanctify this space and it should present as a worship space.

Here are some key things to keep in mind:

1. Must have a fast wifi in the sanctuary. If there are others in the sanctuary, ask them to not be on their phones.
2. Be sure your face is clear in the camera/phone.
3. If possible, make sure the lighting is good (but the phone will adjust).
4. The sound is the most important thing, even if the video is not great, people want to hear the service.
5. Upgrade a CCLI streaming copyright (not very expensive) or just use hymns.

Facebook Live

Equipment Needs:

- Tripod (or music stand that you could clip the phone to)
- Smart phone (must be no more than 3 feet away from the Celebrant) (you might consider having it plugged into a power source while filming)

More Advanced Equipment (probably not available for purchase for a few weeks)

- Rode go microphone (adapter might be needed)
- Lapel mic for phone (adapter might be needed)
- Blackmagic conversion box/adapter (to be used with the software below)
- Blackmagic camera

Steps to Facebook Live:

1. Make sure you are an administrator on your Facebook page
2. Go to your Facebook page
3. Locate the video camera icon with a 'Live' button (might be found under 'Create a Post')
4. Click on 'Live'
5. Add a description at this time (optional)
6. Then simply click 'Start Live Video'
7. When you are done click 'End'



Diocese of Western Anglicans

Live Streaming Procedures

Zoom

Costs:

\$14.99/month for 100 participants

\$19.99/month for 300 participants

Zoom Live Streaming Equipment Needs:

- Tripod (or music stand)
- Webcam or phone

More Advanced Equipment (probably not available for purchase for a few weeks)

- USB Microphone

Steps to Creating a Zoom Account:

1. Go to www.zoom.us
2. Click on 'Plans & Pricing' in upper left corner
3. Select your plan by clicking 'Buy Now'
4. Decide what frequency you will be paying (either monthly or annually), then click 'Continue' at the bottom
5. Create your Account – enter all of your information, then click 'Continue'
6. Enter Payment information, then click 'Continue'
7. Your account is now set up

Steps to Create a Zoom Meeting:

1. Sign onto your account at www.zoom.us
2. In the top menu, click on 'Schedule a Meeting'
3. TOPIC: Name your Topic (best option is to use this same link every week especially if you will be putting this link on your website so, you might choose "Sunday, 10:00am Worship Service" or something like that)
4. DESCRIPTION: this is optional (you might want to add something additional here since you will probably be reaching those that are not in your congregation)
5. WHEN: Select the date and time
6. DURATION: This will be how long your event will last (I suggest making it a bit long that you think it will go)
7. TIME ZONE: Click on your time zone (there is Pacific Time, Mountain Time, Central Time, Eastern Time, and yes, Arizona has its own option)
8. If you do want to make this a Recurring Meeting, click the box below the time zone, the choose the type of Recurrence (probably weekly), choose the Repeat



Diocese of Western Anglicans Live Streaming Procedures

- every (probably 1/week), choose the Occurs on (click on the box of the day when your service occurs), choose the End date (either *by* choosing an end date or *after* the number of occurrences)
9. REGISTRATION: You can choose to require registration (but this might discourage some from attending)
 10. MEETING PASSWORD: I do not suggest turning on this feature as this would make it a closed meeting and restrict participants
 11. VIDEO: In this section the selection is for an automatic turning on of your video when entering the meeting (I leave these off and allow people to turn them on themselves)
 12. AUDIO: This option is how the audio will be sent from the participants to the meeting (I would say give people options and select BOTH)
 13. MEETING OPTIONS: *Enable join before host* (this gives people a way to join the meeting prior to the host starting the meeting), *Mute participants upon entry* (this is a good way for any late comers to join without a great deal of noise), *Enable waiting room* (this enables the host to admit people individually to the meeting, it is a bit of work to use this function), *Only authenticated users can join* (again this is another way to restrict participants), *Record the meeting automatically* (this is extremely helpful if you do not have a person dedicated to running this meeting)
 14. ALTERNATIVE HOSTS: I would not use this feature at this time
 15. The click SAVE at the bottom of the page
 16. Now you have created your meeting and in the middle of the screen it says INVITE ATTENDEES, to the right is the URL (for posting to a website or on Facebook) and even further to the right you can click on Copy the Invitation, this is something you can email people.
 17. Go into your Settings menu on the left side of the screen. These setting are ways the administrator can set up so that every meeting begins with the same features. When creating a meeting, some features can be adjusted.
 18. I would suggest turning on *Mute articipants upon entry*, turning off *Screen sharing* and anything else you would want to make sure participants cannot do during your service.

Streaming Resources:

Facebook page "Inexpensive Church Livestreaming"

<https://www.facebook.com/InexpensiveLiveStreaming/>

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