

# NCC MEDIA TECH GUIDELINES

The media tech efficiently operates ProPresenter for our worship services. This includes everything that is shown on the screen (video, lyrics, scripture, pictures, sermon notes, etc.)

A good tech is... Dependable | Committed | Task Oriented | Thinks Ahead | Open to Criticism

A media techs motto is: "Anticipate the next move."

**Before Sunday** media techs should look over the service order on the Planning Center, making note of any special moments & cues that are scheduled to occur (i.e. special videos or music, background music, sermon illustrations, testimonies, etc.). Techs should also study the provided chord charts and listen to the mp3s to get a feel for how the songs will flow for that Sunday.

**On Sunday** techs are required to report to their post 15 minutes before service to take any last minute direction from the pastor/director, check the song slides and go over the sermon notes. For 2<sup>nd</sup> service, music videos should be started right at 15 minutes before, which cues the main doors to open.

## Special Guidelines

1. **Be on time.**
2. **Stay at your post for the duration of the service.**
3. **Focus up.** As the media operator you are leading the congregation as much as the worship leader. You'll need to be focused on your role in leading people into worship, so don't allow distractions to steal your attention. As tempting as your phone may be, you'll need to put it away.
4. **Protect your focus.** If someone approaches the booth during service, politely let them know you need to focus. Most won't recognize how much the service depends on you being on point. This goes for the pastor, director, and other team members, too - sometimes we forget, or don't realize what time it is, so we need to be reminded.
5. **Know your content.** You should be every bit as familiar with the songs as the band is expected to be. Familiarity increases your knowledge of the flow of the songs. Although not required, techs are welcome to run through the slides as the band rehearses before service. The same principle goes for sermon slides. Knowing what sermon points you do (or don't) have will keep you from panicking when things don't go exactly as expected.
6. **Lead worship.** The congregation needs to be led with lyric slides. Slow lyrics can take someone completely out of the spirit of worship, especially those who are relying on the slides because they are unfamiliar with the songs. The rule of thumb is to switch the slide just before the last word is sung. This goes for scripture slides, too.
7. **Watch the stage.** It may seem counterintuitive not to stare at your computer screen, but watching the stage is one of the easiest ways to get your timing right for lyric slides. Worship leaders usually step away from the microphone for instrumentals, then step up again when it's time to sing. Watching your worship leader's body language will help you nail timing, catch unexpected changes and avoid the awkwardness of putting up lyrics 10 seconds too early (or worse, a few seconds late.) It is recommended that you use the arrow keys or space bar to advance the slides, which free you up to look to the stage.
8. **Be a ninja.** When a musician or singer does a great job, they will usually be noticed for it. The opposite is true for the media tech. Just like a ninja, a job well done is one that goes unnoticed.
9. **Mistakes are OK.** We are imperfect beings and it is how we learn. If you make a mistake, don't panic. Just correct your course and move on. One point of clarification: *mistakes* are OK, *poor decisions* are not. Clicking on the wrong slide is a mistake. Missing a cue because you were chatting or on your phone is a poor decision.
10. **Own your role.** When placed in this position it is because you are considered to be a person who can be trusted and relied upon, so don't be afraid to ask questions and give direction when needed. Being confident in your role and communicating with your team makes you invaluable.
11. **Be flexible.** Even with the best of intentions, sometimes things come up last minute. Songs need to be changed, Scripture needs to be added, videos need to be cut, etc. The key is to not get frustrated. Instead, choose to be patient with your team and work together. In the same spirit, don't be afraid to speak up if a last minute task is going to impede the job you need to do. (Especially if it's within minutes of service time.) Sometimes, the answer to last minutes changes may have to be "no" in order to not hinder your tasks for the service.
12. **Communicate. Communicate. Communicate.** Open communication is the difference between flourishing and floundering during services. You, the worship leader and the pastor rely heavily on each other within the service, so don't be afraid to speak up and bring your concerns and comments forward.