POWER POINT PROCEDURES

Arrive 8:45 AM on Sunday, 6:00 PM on Tuesday and 6:00 PM on Wednesday Quarry, for sound check.

Attend Saturday practice, 10AM:
1st Sat. Quarry,   3rd Sat. regular service.

FRONT PROJECTOR

1) Turn power on for projector and lower the screen.

2) Turn on the camera and remove the lens cap.

3) Turn projector on with the remote.

4) Start the computer. (The power button is located on the back right corner)

5) Start Power Point and open the songs from song list. (songs are stored on the desktop in a folder marked "Front Songs") (Song list comes via FB messenger in group "Sunday Team")

6) Check each song to make sure the formatting is correct.
   -(Correct font and size, extra wide spacing, all uppercase letters, and all the lines are in the same spot on every slide)

7) Change the song backgrounds so that every song matches.

8) Open "Pre & Post announcements" PPT. (located on desktop)

9) Go through each slide of the pre and post announcements to make sure each is still relevant and not out of date. (If out of date delete that slide from presentation)

10) Open email to check for any new slides and put them in the PPT. (The mail is the Postage Stamp looking icon located in the "Dock" at the bottom of the main screen) (If there are new slides in the email, save them to the folder on the desktop labeled "In Service Images")

11) Open "In Service Announcements" PPT (located on desktop)

12) Check email for new sermon series backgrounds and blank verse slides. (If there are new slides in the email, save them to the folder on the desktop labeled "In Service Images")

13) Open Safari (The Internet) to access Bible Gateway to copy and paste the verses sent over by Pastor Jordan or whomever is preaching. (It is a compass icon locate in the "Dock" at the bottom of the screen)

14) When copying and pasting verses from bible gateway into the "In-Service Announcements" be sure to paste over a slide with a previous verse as it will maintain its basic formatting (spacing, font, and font size). Then separate the verses so that they fit onto each slide. (Make sure to do a space between each verse for easy reading and to make each verse number superscript)

15) Run through each song with the praise team.

16) Start announcements as soon as praise team has finished and the doors are opened.

17) Go back with the Praise and Worship team to pray 15 minutes before service.

18 Display blank song slide before music starts.

19) Display lyrics just before singing starts.

20) Keep a blank slide up between songs, use FREEZE button on remote.

21) Display a blank slide if the worship leader begins singing something that is not in the song, or is exhorting the congregation.

22) Open "In-Service Announcements" PPT to display the "COTR Background" when congregation is asked to be seated for offering, when asked if people want to give put up the orange "How We Give" slide and freeze it to bring up the final song.

23) After final song ends, start "In-Service Announcements" PPT and unfreeze the blank song slide onto a "COTR Background" or the sermon Series Background if there is one.

24) Whoever is running the front computer will need to stay there for the entire service to put up bible verses as people are asked to turn to them.

25) Start the announcements **as soon as** the congregation is dismissed. Run the announcements for about 10 minutes.

26) Stop Announcements.

27) Turn Projector off with the remote.

28) Turn power off to the projector and raise the screen.

29) Close all songs, announcements and Power Point.

30) Shut down computer and turn camera off.

REAR PROJECTOR

1) Turn rear projector on with the remote.

2) Start the rear computer.

3) Open the songs from song list.

4) Go back with the Praise and Worship team to pray 15 minutes before service.

5) Display slides for Praise and Worship team.

6) Turn off projector after praise and worship.

7) If praise and Worship team is called upon, make your way back to the A/V booth and turn on projector.

8) Turn off projector and computer after service.

Please check the schedule for your assigned services. If you are unable to serve at your assigned time, please find a substitute. Call Dan or Jessica if you cannot find a substitute.