

Ministry Opportunities at St. John the Evangelist Church, Kitchener Gallery Technician and Coordinator

At St. John's, our various ministries support our intention to be a faithful and thriving community.

Connecting individuals and ministries is an act of mutual discernment – you may wonder which ministry is the best fit for you at this time, and the community may recognize gifts in you and encourage you to share them as we seek to be a thriving community.

The community also has some expectations for ministries. Knowing these expectations can help you and the community discern which ministry makes sense for you at this time. Some ministries also have a trial time to assist further in this discernment.

How does this ministry contribute to living as a faithful and thriving community and your life of discipleship?

The prophet Isaiah says, "Listen and hear my voice; Pay attention and hear my speech." Isaiah 28:23.

Gallery technicians ensure that:

- Worship leaders can be heard in church services.
- A live and recorded broadcast is available for worshippers at home.

What gifts and skills are helpful for this role?

- Responsible and commitment-oriented
- Familiarity with the order of services used at St John's
- Flexibility to roll with sudden changes to the expected order of service
- Able to work alone at service time, to manage in-church audio as well as streaming broadcast
- Able to work as part of a team, to offer feedback, accept suggestions, and co-ordinate schedules
- Facility with the Windows operating system, and ability to learn new applications (we currently use *Firefox* and *OBS Studio*)
- Basic understanding of computers and Internet connectivity
- Basic understanding of the parameters involved and the controls for a multi-channel audio mixer
- Ability to debug problems quickly

What to expect:

Gallery technicians receive training for this responsibility and are scheduled for Sunday mornings and other services. Initially, service broadcasts are done with trainer and trainee present. Ultimately, team members are expected to "run the show" alone.

Sometimes, things aren't as expected upon arrival or go wrong during a service (*e.g.*, Internet connection to broadcast computer isn't working, YouTube is inaccessible, camera position control doesn't work, a wireless microphone is providing no signal, the in-sanctuary speakers are not working, audio mixer settings have been altered from our typical settings). The technician is expected to check, identify, and remedy such problems, although another team member may be available to assist, either live or via phone/messaging.

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Gallery Technician Responsibilities:

Pre-service:

- Arrive at least 45 minutes before the scheduled service time, in case of technical issues
- Ensure the amplifiers are switched on (white switch on the wall of the cantoris organ chamber, behind the piano).
- Unlock and open the cabinet for the audio mixer (key is in desk drawer)
- Log in to Windows on the computer, start *Firefox* and *OBS Studio*, if not already running.
- In *Firefox*, choose the “Live streaming – YouTube Studio” bookmark on the Bookmarks Toolbar, if not already open.
- Open a second *Firefox* window (or tab, if you prefer), and choose the “Vaddio” bookmark on the Bookmarks Toolbar, if not already open. Organise the three windows as you prefer.
- Verify that the control interface to the camera, via the Vaddio *Firefox* window, works to control the camera (camera image should be visible in the OBS Studio preview window, if the RoboSHOT scene is selected).
- At the audio mixer, verify that all audio inputs that will be used are working.
- As people become available, do mic checks, particularly for the celebrant, preacher, pulpit, and lectern as required. Do this as early as is feasible, in case of problems.
- Select the introductory slide show scene in OBS Studio, enable (fade) the preview screen (left) onto the live screen (right), and select “Start streaming”.
- Select the RoboSHOT scene in OBS Studio (but don’t enable it onto the live screen yet).
- In YouTube Studio, select the scheduled service. There may be several scheduled; be sure to choose the appropriate one for the service of the day.

Go live and sign off:

- Verify that YouTube Studio is showing the introductory image, and reports “Looks like you’re ready”. Click “Go Live” about 15 minutes before service time. (Leave the *OBS Studio* volume muted until the RoboSHOT (camera) scene is enabled onto the live screen.)
- When the time comes (typically a few seconds before the organ prelude begins), enable the RoboSHOT scene in *OBS Studio*, onto the live screen, and un-mute the *OBS Studio* audio.
- During the service, control the camera and mute/un-mute the microphones as appropriate.
- At the end of the service, select the closing scene (“Thank you for worshipping with us” text) to the live screen, let it run for about 20-30 seconds, then fade to black.
- Be sure that the headset wireless mics are muted, also the pulpit, lectern, and chancel mics, so that private conversations don’t get amplified in the church or broadcast.

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Post-service:

- When the black screen appears in YouTube Studio, select “End”, then dismiss the video to become public.
- Choose “Front Centre” in the Vaddio control (“Home” icon) to centre the camera
 - Log off the computer.
 - On the audio mixer, set all microphone sliders to 0dB and un-mute.
 - Close and lock the audio mixer cabinet and replace the key in the desk drawer.
 - Switch off the amplifiers.

- Outside service times:
 - Monitor the Livestream Rota spreadsheet on Google Drive, to co-ordinate technical team gallery duty commitments.
 - Offer feedback and/or suggestions to the team.
 - Attend scheduled meetings (infrequent).

Coordinator Responsibilities:

- Provide orientation and training for new members, including expectations for length of initial commitment.
- Provide ongoing support for members, including checking in on their willingness and ability to continue in this role.
- Create a schedule and communicate it to members and the Parish Administrator.
- Update service schedule.
- Prepare splash screens and scheduled services on YouTube.
- Consult with wardens and rector re any issues.

Accountability: To the Churchwardens