



**MANNA**  
CHRISTIAN FELLOWSHIP

## Audio/Visual Coordinator

The **Audio/Visual Coordinator** will recognize his or her own deep need for the Gospel and serve the fellowship by being the “rector of the projector” and the “chairmen of the soundboard”. This will involve setting up the A/V equipment at Manna functions and gaining a knowledge of how to best utilize the resources of Manna’s A/V equipment, including sound checks, recording LG messages and sending the messages to the webmaster each week. In addition, the A/V Artist functions as an important member of the praise team and should commit to be present when the praise team needs A/V equipment. As with all of the leadership positions of Manna, this role is one of serving through love, which finds its source in the true vine of Jesus Christ.

**In addition to the general ST responsibilities, the A/V Coordinator has the following specific responsibilities:**

1. Meet with Blake and/or Samuel Kim to learn the capabilities of the projector and soundboard.
2. Protect the Manna projector and soundboard, and inform Staff of any technical issues or needs.
3. Attend weekly praise practice.
4. Send Large Group message mp3’s to webmaster by Tuesday of each week.
5. Think creatively about to best utilize and store the A/V equipment.
6. Set up A/V equipment (i.e., projector, screen, cords, mics, etc.) and oversee take down.

Sam Kim ’12 has provided detailed **step-by-step instructions** for set up, management and take down for a typical Saturday night.

- Get to Murray Dodge (MD) at 5 PM (earlier if there is a lot of stuff going on)
- The mixer and speakers should already be set up (if not get the key for Blake's office hidden on the white transformer box on the third floor and get the keys on the hook on the wall)
  - These keys open the cabinet in the main worship area
  - Get the snake and connect the speakers to the box using the long instrument cables in 10/11 as well as the mikes \*Avoid Channel 2
  - Snake the snake through the congregation area and connect cables 10/11 to the back of the mixer as well as the rest of the xlr plugs into the front of the mixer as needed.
- Set up the projector screen.
  - Set it as high as possible with the bottom part flush with the bottom of the MD windows.
  - Use the safety grip to attach the handle on the projector to the central divider between the windows
  - Shouldn't have to spread the legs out on the screen, but if needed go ahead.
- Get the projector, extension vga cable, and lapel mic from the downstairs cabinet (Code 1995)
  - Make sure the lapel mic case has Manna Christian Fellowship on it

- Projector and extension vga are on the top shelf as you walk in usually and the lapel case is in a blue/white box usually on top of silver case looking thing on the white shelves
- Set up the projector
  - Use one of the small tables to place the projector in front of the screen usually a little farther up than the rest of the chairs.
  - Set up the projector with hymnals that can be found in the West room cabinets
    - Usually I have two stacked hymnals on the back and three in the front with the projector prop fully extended
    - Try not to scratch the MD tables with the broken tip on the base of the projector.
  - Plug the power cord in and use the male end of the male to female vga cable into the projector
  - Snake the vga cable with the snake back to the laptop using the male to male extension to reach the back wall
  - Plug into laptop and make sure the laptop is projecting
- Set up the lapel mic and the cords in the case
  - Plug the receiver into a power source
  - Plug the xlr mic cord into the receiver and into the last open mic slot on the mixer to differentiate it from the other mics
  - Place the lapel mic itself next to the projector or hand it to the speaker for that night
- Set up the ppt slides for both praise and announcements
  - Get the song list and order from the praise team
  - Make a quick ppt following the normal format and be prepared to add scripture slides (at your discretion as to exactly how)
  - If a song is not in the provided list then type it up using the templates provided
  - Whenever you have time steal the entire song set from the front (usually when the praise team is eating) and look over the words for typos and follow the song sheets rather than what is already there on the slides.
  - Fix any typos including spellings, words, numbering of slides, CCLI #, spacing, etc.
    - If you have time fix these errors also in the main root directory of Manna's ppt slides
  - Get the announcements, but this is not entirely crucial as there will be time during the message to get them
- Audio
  - Start Audacity and save the project as something to the desktop before you start recording the message. (Audacity takes a quite bit of time to create a project file than to save to an existing project)
  - Make sure you are getting input from the mixer
    - Way 1: through the cd line out red/white to computer jack plugged into a local input on your computer. (In the lapel mic case)
      - This will record all audio coming through the speakers including microphones and static so mute mics not in use while speaker is speaking
    - Way 2: through instrument cable to computer input jack plugged directly into the lapel mic receiver
      - This will only record audio that goes through the lapel
  - Plug a red/white to computer jack into the cd line in red/white on the mixer to the headphone jack on the computer to output sound from the laptop

- Usually before the start of Large Group if the praise team is not practicing then play soft ambient Christian music for the audience.
    - Check that Audacity is getting audio and there is a project file.
    - Record the sermon and save afterwards
  - Projection
    - Set your computer background to a black screen and dual output your computer to two separate screens so that your desktop shows on your computer and a black screen shows on a connected screen that outputs to the projector
    - Make sure that the projection can show all of the text and that no praise team instruments or members get in the way of the words without their knowledge
    - Use some sort of presentation tool to output the ppt. so you can output the ppt. but still pick and choose which slides should go up so you can go backwards and forwards without the congregation's knowledge
    - \*\*\* Do not freak out if you mess up \*\*\* Its Manna we all love each other
    - If all else fails google the words to the song and project that
  - Clean up
    - Clean and wrap all the cords used and replace them where they were found
    - Pack up lapel and projector and put everything back from where it was taken.
  - Afterwards
    - Export the Audacity file as a mp3 file after finding out the title of the message from the speaker
    - Use Switch to compress the file to less than 25 megs with a constant bitrate of approximately 52 bits
    - Upload this file onto Zumodrive
      - Username: [samuelk@princeton.edu](mailto:samuelk@princeton.edu) and Password: trinity
    - Inform the webmaster that the file for that week's message is up on Zumo.

### Goals:

He who desires to lead desires a noble thing. Relying on the Holy Spirit to accomplish realistic and gospel-centered objectives to the glory of God this year, what are three goals that you hope to accomplish for Christ and His Kingdom at Princeton as Manna's Treasurer? Take some time to prayerfully write at least three goals down. Return to this page often to remind yourself of the objectives you've set, trusting that God will provide the strength through His Spirit to accomplish them for His glory.

1.

2.

3.