

Serving Guide: Computers

1. Arrive 20 minutes before either the 9am or 11am service

Prior to the service

2. Check the computer and projector are on and working.
 - If the computer is not on – turn it on. Once the computer is turned on, to get to the log in press ‘alt’, ‘control’ and ‘delete’ simultaneously. You will be asked for a user name and password. If you don’t know the user name and password contact the Sound & Computer Team Leader or one of the pastors.
 - If the projector is not on – the remote control to turn the projector on is in the lockable box on the back wall behind the sound / computer desk. It is a small white remote control. You will need to walk to the front of the hall to line up the remote control with the projector to turn it on.
3. Put the back ground music on [to help create a warm inviting atmosphere as people arrive]. To do this navigate on the computer to the ‘BG music’ folder on the desktop and open the folder and click on a song to get the playlist starting to play.
4. Check that the slides in ‘Proclaim’ (WEC presentation software) are set to the right date and in the right order, when compared to the church service outline. If the slide are not being projected onto the screen check that the ‘on air’ button is selected.
5. Check that both video and video sound are working if there are videos to be played within the church service.
6. Double check the Kids talk is working, especially where there is a video or a performance requiring the projector screen be utilised.

During the service

7. Press the arrow buttons on the computer to ensure the proclaim slides are projecting onto the Projector screen in line with the items of the church service. This will require particular care during the songs. At times the pastor may have added Bible readings to be put on the projector when he is in the middle of the sermon. Stay focussed to bring up the Bible readings when asked by the pastor at these key times.
8. During the break put the back ground music on. Switch it off at the end of the break.

After the Service

7. Ensure that as the formal part of the service comes to a conclusion that the post service looped slides are shown on the screen as people mingle after the service.
8. Put the back ground music on.
9. **Only for 11am service:** 20 minutes after the service turn the computer and the projector off. You will need to use the remote control to turn the projector off - make sure the remote control is return to the lockable box in the wall behind the sound / computer desk.