

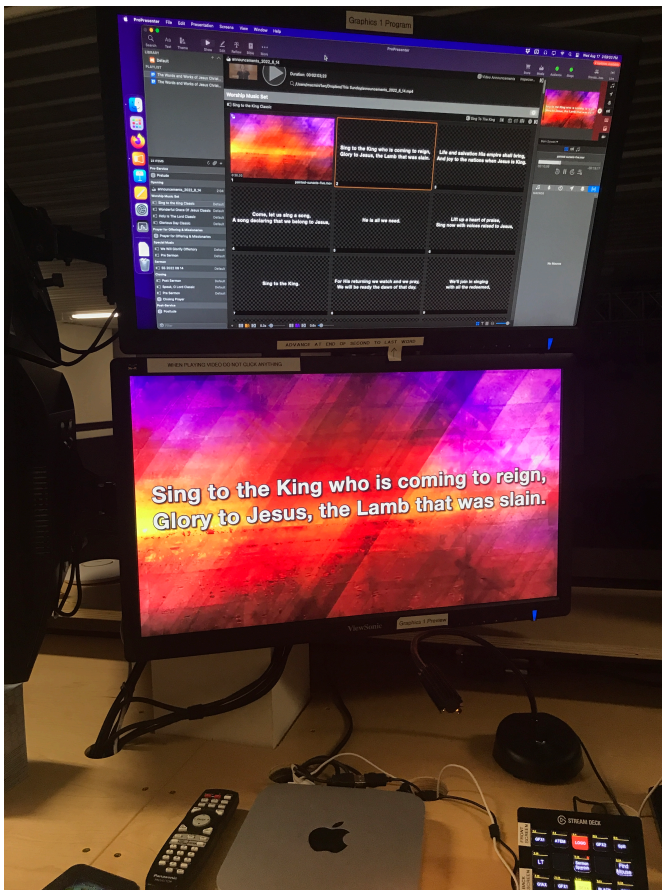
Graphics - Quick Reference

The graphics operator is responsible for projecting lyrics on the screens in the Worship Center, playing videos, and displaying sermon slides. The main pieces of equipment are **Mac 1 / Graphics 1** computer and the **Stream Deck** switcher.

Stream Deck. You need to press the buttons fully, no half or slightly pressing it. When a source is being shown on a screen, it will be lit up with red/yellow.

- Front Screen: The main input sources are **Graphics 1 (GFX 1)**, **ATEM** (which is primarily the camera shots), Logo, **Graphics 2 (GFX 2)**, and Split (which is for second service sermon and shows GFX2 Spanish slides on the right front screen and GFX1 English slides on the left front screen)
- The middle row: **LT** is when the lower third lyrics are activated for the ATEM. Sermon Spanish is for second service sometime at the start of the sermon to put on screen (above anything else you are doing) that people can start listening to the translation. Sermon Now also puts on screen that translation is now happening but doesn't do any of the extra functions the other button does. Find Mouse will move the mouse of GFX1 to the upper middle of the screen so you can find it easily.
- Back Screen: G1AX (a special display from GFX1 that shows current and next slides), GFX1, GFX4 (the slides with music notes), and GFX2.



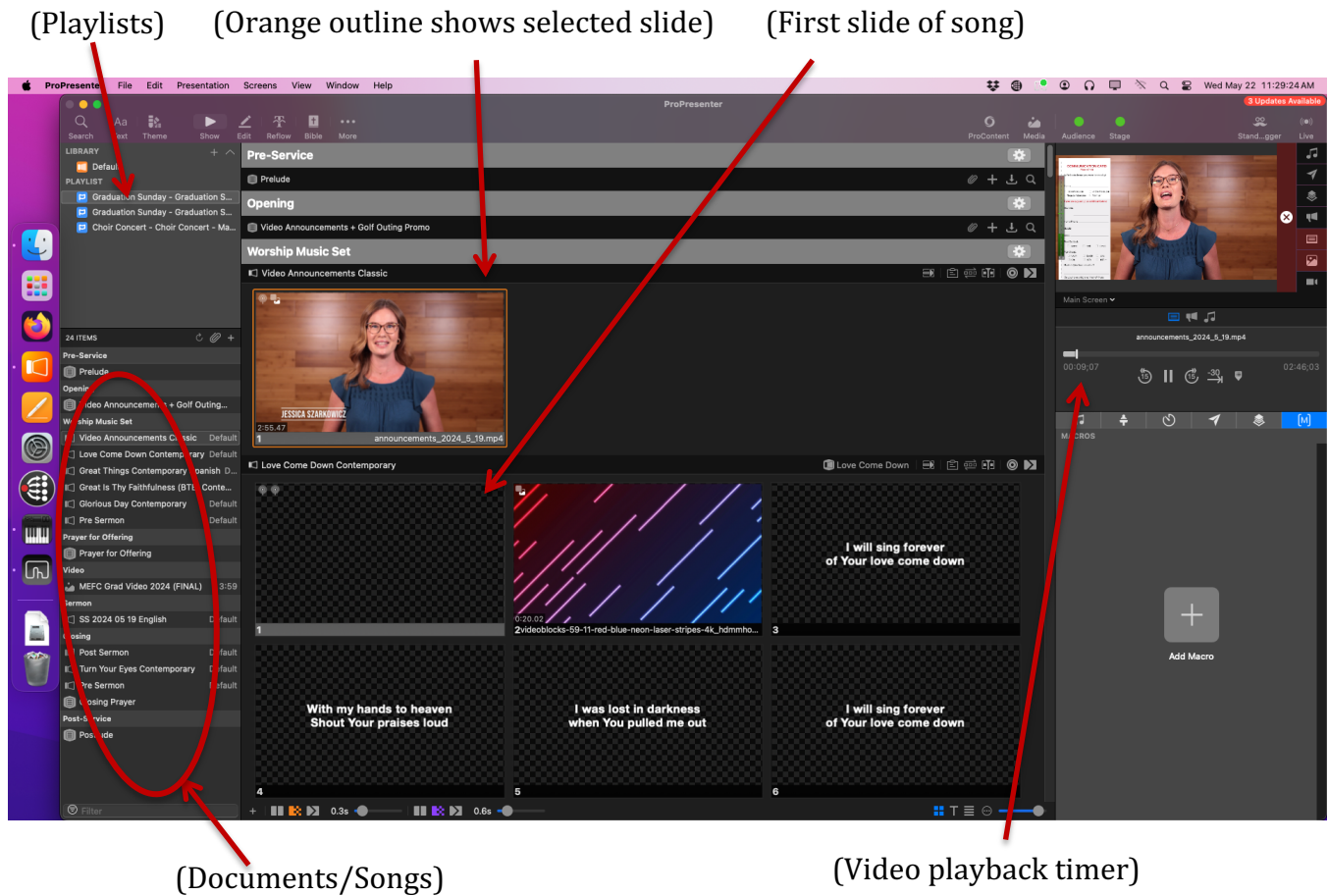


GFX1 Preview (top) and Program (bottom) ATEM Program (top) and Front Screens (bottom)

The **Mac 1 / Graphics 1** computer uses an application called “**ProPresenter**” to display and manage all of the song lyrics, videos, and slides. Each worship service has its own “Playlist” on the left side of the screen that is ordered according to the Planning Center order of service and has documents or items inside it. You can scroll up or down in the playlist to see the different items and to click on the items. Using the mouse, you can click on the slides. Once you’ve clicked on a slide, you can use the space bar or right arrow -> key to advance to the next slide. The left arrow <- key will go back a slide. Do not push the up or down arrows, as that will take you to the next document or item in the playlist! When you are at the end of a song, on the last slide, if you click next once, it will move the screen to the next song and if you click next again, it will advance to the first slide of that next song. To play a video, simply click the play button next to its’ thumbnail and then move your hands away from the keyboard and mouse. If you accidentally click or press a button, the video will be interrupted. As a general rule for advancing the song lyric slides, go to the next slide at the end of the second to last word. This way people have time to read the first line of the next slide before they have to start singing it. On the back wall of the Worship Center, there is a projector for the people on stage to see the lyrics. Mac 1 has a feature called Stage Display that outputs only the words and no background to the back wall. Most of the time we use Mac 4 to display the lyrics and music notes on the back wall.

All of the above is important to know as a basic understanding of the program and how it functions. However, most of the time, we run the front screen and back screen music slides automatically triggered by the musicians on stage. This creates more consistency and ease of

operation, but you must know the basics and the more advanced functions. The rest of this guide will cover these advanced functions as they happen in a service.



Graphics – Producing the Service

Pre-Service arrive 7:15am / 9:45am

1. **Music Rehearsal.** Be here and ready to start and watch the song lyric slides for the music rehearsal. The musicians might stop and start during the song because they have to check their music or go back and get a note right. Be patient and follow along with them. At the start of a song, there are essentially three extra triggers, so if the musicians start a song over, you will need to click on the last slide of the previous song. If the musicians say they are doing the transition into the next song, you will need to click on probably the second to last slide of the previous song. During rehearsal, it is important to pay attention to the words to make sure they are correct: spelling, order/arrangement, and timing of automatic slide triggers. If there is a mistake, let the director know.
 - The front screen should be on **GFX 1** so that the words are on the front screen and **LT** off.

2. **Pre-Service Slides.** When rehearsal is done, we show pre-service slides.
 - In the first service, show **ATEM** for the front screen.
 - In the second service, click on the first slide in the pre-service slide (PSS) document to start them, then make sure **GFX1** is on for the front screen.
3. **Get ready to start the service.**
 - Move the mouse pointer over the announcement video slide so you are ready to play it when the service starts.

Opening

4. **Video Announcements-** When the Sound Operator gives you the cue, click the video announcement slide to play the video. It will automatically change the front screen to **GFX1**.
5. You can follow along with the video playback timer on the ProPresenter screen to know how much time is left in the video. The musicians on stage will start their song and the slides will automatically advance to the background slide. The first slide of each song executes commands to turn **LT** on and puts **GFX1** on the front screen.

Worship Music

6. When the pastor is done welcoming, the lyrics will advance automatically. Continue to watch the lyrics to make sure they are advancing correctly. If not, get the director.

If in Manual operation:

*Now you stay on GFX1 for a while. Pay attention to the singing. Sing along with the music. It can be helpful to only watch the full screen GFX1 Program monitor so you only see the words on that slide. You are the one leading the congregation in the song. If you are behind, everyone else will be behind and instead of focusing on the words and how they praise God, people are focusing on where are we in the song. Advance at the end of the second to last word. Example: "Holy, holy, holy, All the saints **adore** Thee." You would advance when singing the bolded part of "adore"*

When the songs are done, the slides should automatically go to a blank slide that puts the **Logo** on the front screen and turns off the **LT**.

Prayer for Offering

7. If the pastor down front talks before praying, you can have **ATEM** on the front screen but when he starts praying, you can put up the **Logo**.
8. In the first service, there may be a choir song after the pastor prays. While he is praying, you can click the first blank slide of the choir song, which should turn **LT** on. When the music starts and you see a good camera shot on the ATEM Program monitor, you can take **ATEM** on the front screen and then follow along with the lyric slides.

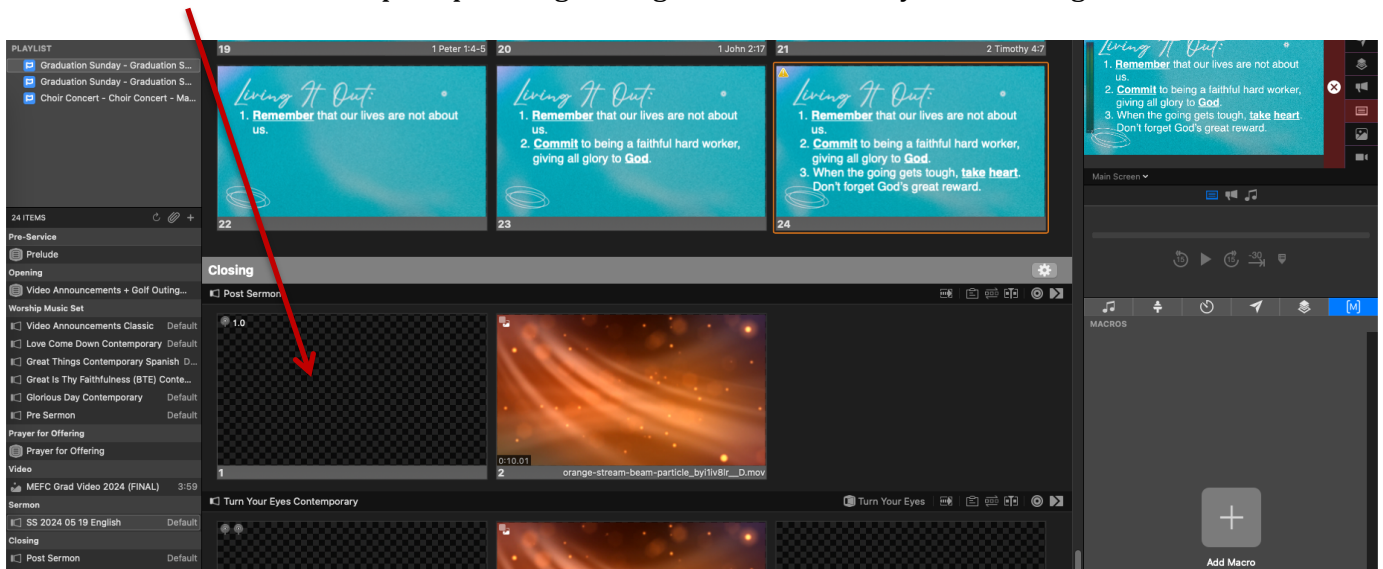
9. In the second service, when the pastor is down front talking, preferably when ATEM is on the front screen, you can press the **Sermon Spanish** button. This shows a notice on the front screens only, on top of anything else, that Spanish translation is now happening. It will show for about 10 seconds and it will go away by itself. This button also links GFX1 and GFX2 slides together. After the notice is gone, you can click the first slide of the sermon. You must follow this order of operations.

Communion (usually first Sunday of the month)

10. Take **ATEM** when there is a shot of the pastor down front. Go back to **Logo** when they are praying or passing the elements.

Sermon

11. You can leave **ATEM** on front screen because the camera and switcher should get a shot of the pastor as he talks down front.
12. During this time, you can get ready by clicking on the first slide of the sermon document.
13. The pastor will probably start praying while down front and walk up to the stage. Show the **Logo** now.
14. When the pastor starts mentioning the sermon or the Bible passage or the sermon series, you can switch to **GFX1** (in the second service use, **Split**) to put up the title slide of the sermon. Now pay attention to the sermon. Fill out the sermon notes paper if it helps you follow along. Read ahead on the slides to know what is coming next and be listening for it. If there is a Bible verse on the slide, read ahead to see if it is only one slide or if it keeps going, so you know when to stop advancing while reading along. Every time you advance a slide, the congregation will look and focus at the screen, so make sure you are correct.
15. At the end of the sermon, when the pastor prays, you can click blank slide that is following the sermon slides. This will put up the logo and get the slides ready for the songs.



Closing

16. The pastor will get done praying. When the music starts, the slides will go automatically.

17. When the song is done, it should go to the **Logo** automatically and then the pastor will pray to end of the service.