

Journey Church

Media Ministry

Media Ministry

Thank you for serving in the Media Ministry. We have listed some guidelines for this ministry.

- If you are serving in the Media Ministry, you should arrive by 9:30am on your assigned Sunday.
- If you are unable to serve as scheduled, you should attempt to swap weeks with someone. You should also let your Team Leader know if this occurs (Team Leader contact information is on the ministry schedule).

The Media Team is responsible for Audio Visual Components of the Worship Services. They work closely with the Pastor and Worship Leader to “build” the presentation for the praise and worship and message each Sunday. *See Setup Checklist*

The media system consists of a computer running specialized presentation software, a video projector, a digital sound mixer, a CD player, several microphones, guitar / keyboard inputs, and a stage lighting system. There is no DVD player in the system. DVD (movies) must be ripped from the DVD onto the MediaShout Machine. This is not something that can be done “on-the-fly”. It takes a couple of hours to train on the basics of these systems and another 2-3 hours to become an expert. Note: Building the script each week takes about an hour.

The Worship Leader will “build the script” each week. The script consists of the songs selected for the worship set and the presentation notes for the pastor.

Ideally the member of the Media Ministry who will be on duty the following Sunday will attend band practice. This affords him/her the best opportunity to become familiar with the songs and the transitions. The Ministry Schedule will have 2-3 people each week for this ministry

For Media Ministry Team -

<u>MEDIA SETUP CHECKLIST</u>	<u>MEDIA BREAKDOWN CHECKLIST</u>
<p><u>About 9:30*</u></p> <ul style="list-style-type: none">_ Power on the system from the breaker panel in the janitor's closet. Breaker 1 provides power to the sound system. Breakers 2-6 provide power to the stage, lights and projectors. _ Turn on the computers-<ul style="list-style-type: none">-- MediaShout Machine (Worship Leader)-- LimeLight Machine-- X-Air Mixer Machine. _The band should arrive and may want to run through the songs.--Use this opportunity to double check framing of script-- the band should finish by 9:45--Play background music <p><u>About 10:00</u></p> <ul style="list-style-type: none">_Turn on the video projector (either with remote or via computer app)-- Start the MediaShout announcement loop.	<ul style="list-style-type: none">_ Turn off Projector_ Turn off all lights via LimeLight_ Exit programs turn off computers for<ul style="list-style-type: none">-- Media Shout-- LimeLight-- X-Air <p>Turn off Breakers 1-6</p>

'**' The band generally arrives about 9:00 and will likely have the system on.