

# **Digital Arts Ministry Guidelines and Instruction Manual**

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## Introduction

The Digital Arts team handles all production related to Audio, Visual, and Media related platforms for Sunday services and special events. The DA Team seeks to serve God through the art of Audio, Lighting, and Media to create a welcoming and life-giving experience throughout every place it touches at Compass North Church. The DA Team is an extension of the worship team as such participates in the culture and community of the Worship Team. Digital Arts is also closely tied to the Creative Team and IT Team.

The Digital Arts Team is responsible for the flow service as well as pre and post service preparations. We serve the worship team by preparing the equipment before they arrive, creating visual scenes, arranging lyrics for their set, and assisting with any other technical needs they may have. We serve the MC Team while they deliver announcements and prepare the congregation for the offering. We Serve our Creative Team by displaying the graphics they have prepared and setting up the announcement videos they have filmed. We Server out IT Team by recording the message each week. We serve our Pastor, Joe Hunt, by preparing any notes, graphics, or illustrations for his message. And most importantly we serve people by creating an environment where they feel comfortable and welcome so they can come to Know God.

## Vision and Values

Compass North Church is a life-giving community that focuses on bringing Jesus to those who are lost, wounded, and searching. We believe direction matters and that direction is Jesus. The Digital Arts Teams goal to bring this life to those in need through the Mediums made available to us in this modern age.

CNC vision statement is to help people Know God, Find Freedom, Discover Purpose, and Make a Difference. As such we have formed groups around these key values and each team falls under one of these cups. The Digital Arts Team belongs to the Knowing God Cup, which is overseen by Pastor Dave Green. This Cup is focused around introducing people to Jesus in a celebratory and life-giving way. We want to embody God's Love for people and make them feel comfortable from the moment they walk in the door. The DA Team has an amazing opportunity to do this through the music they hear when they walk in, to the screens throughout the building that give them information for events and our PATH class. To the recording of our Pastor's Messages they can listen to throughout the week.

Our goal is to create an experience that encourages people who come into Compass North Church want to Know God for the first time, Find Freedom through our Life Groups, and Discover Purpose by joining the dream team, and Make a Difference on a team and lead others on the same Journey. Joining the Digital Arts team could be your first step on that Journey.

The core values of the church are embodied in the acronym N.O.R.T.H., Nurturing and Life-Giving Culture, Offering Grace to Everyone, Reaching the Next Generation, Training up Disciples, and Having a whole lot of fun doing it. We take this to heart on the Digital Arts Team. We want to be excited about the new life in Jesus we have found and encourage others to find the same. We know we aren't perfect and "It's OK, to Not be OK" here. The Digital Arts team looks to raise up the next generation by teaching and nurturing them, while they shadow our Adult Team Members. We train Disciples through our onboarding process so more can grow through our team. We love to have a lot of fun by creating an exciting and celebratory worship experience.

## Roles and Responsibilities

There are currently two main serve roles on a weekly basis for the Digital Arts Team. As the team and CNC continues to grow there will be new opportunities and we are excited to see what God has in store. The current roles are Audio Engineer and ProPresenter/Lightkey Tech. When a team member is scheduled, they are expected to attend the Weekly Worship Team Rehearsal and Sunday Morning Rehearsal as well as both Sunday Services. See the Flow of Service and Weekly Rehearsal section of this document for more information.

### Audio Engineer:

- Battery installation and removal for all Wireless Mics and IEM Packs.
- Sound and Mixing
  - Pre/Post Service Spotify Playlist in Lobby/Auditorium
  - Intro/Welcome Video
  - Worship Team
    - Vocal Leads/Lead Harmonies
    - Lead Instruments, instrument solos
    - Mixing Tracks/Loops/Synths
  - MC Mix
  - Sermon Mic Mix in Auditorium/Lobby

### ProPresenter/Lightkey Tech:

- Pre/Post Service Graphics/Loop
  - Lobby TVs
  - Main Screen Loop
- MC information Graphics
- Announcement Video
- Worship Set Lyric Arrangements
- Motion Graphics and Lightkey Arrangements
- Message Notes/Graphic/Illustration Preparation
- All Lighting cues pertaining to the Flow of Service

## Flow of Service and Weekly Rehearsal

The flow of service and key responsibility of each team member is detailed below. This flow may be subject to change at any point. The first is our production schedule for Sunday Morning Rehearsal and Service Flow. Then the details of our Thursday Rehearsal expectations.

### Sunday Morning Pre-Service:

- 7am: Arrival Time
  - Audio Engineer
    - Prepare Batteries in Mics/IEM Packs and Place in Green Room
    - Turn on System and CNC Weekend Spotify Playlist in Lobby
  - ProPresenter/Lightkey Tech
    - Load Flash Drives for Lobby TVs with Graphics
    - Turn on Lobby TVs with Loaded Graphics
    - Arrange Message Notes/Graphics/Illustrations
    - Setup MC Slides for Weekly MCs
- 7:30am: Worship Team Rehearsal
  - Audio Engineer
    - Begin Mix for Worship Team
    - See Detailed Responsibilities - Mixing the Worship Team
    - Measure Db at FoH(Front of House)
  - ProPresenter/Lightkey Tech
    - Progress Lyric Slides for Vox
    - Verify Song Arrangements for Lyrics with Worship Leader
- 8:20am: Pre-Huddle Round Up
  - Discuss service flow and any special considerations for that week
- 8:30am: Dream Team Huddle
  - Report to the side foyer for the morning huddle
- 8:45am
  - ProPresenter/Lightkey Tech
    - Turn on Hazers

### Sunday Morning Service (9am&11am):

- Pre Service Countdown
  - ProPresenter/Lighkey Tech
    - Cue Countdown on ProPresenter/LighKey
      - 4 Minutes to the hour
    - Cue ProPresenter Intro Video/LightKet Intro cue
  - Audio Engineer
    - End Countdown
      - Fade down Spotify Playlist
      - Fade in Intro Video
      - Unmute all instruments during intro video

- Worship
  - ProPresenter/Lightkey Tech
    - Change Lyrics and Graphics
      - Song 1-3
      - See Detailed Responsibilities – Running Lyrics/Message
    - Advance Lightkey cue
      - Song 1-3
      - See Detailed Responsibilities – LightKey Cues
    - Advance cues during prayer time when applicable
      - People are less focused on surroundings
    - Turn off Hazers halfway through last song
  - Audio Engineer
    - Mix Lead Instruments/Vox
      - Song Vocal Lead and Lead Harmony
      - Lead Instrument and Solos
- MCs
  - ProPresenter/Lightkey Tech
    - Change PP to MC graphic
      - MC Names
      - Connection Card/New visitors 20 Meals to AKC FB
      - Special Announcement Graphic
        - When applicable
      - 4 Ways to Give
        - Once Ushers are called forward until **Jam**
    - Change LK Cue to MCs
  - Audio Engineer
    - Unmute MC Mics and Mix
    - Mute all Vox Mics
- Announcement Video
  - ProPresenter/Lightkey Tech
    - LightKey Cue Announcements
    - ProPresenter Announcement Video
  - Audio Engineer
    - Unmute Pastor Mic
    - Mute all other Mics
- Message
  - ProPresenter/Lightkey Tech
    - Message Graphic ProPresenter
    - Message Cue LightKey
    - Following Message
      - Scriptures
      - Notes
      - Graphics

- Illustrations
- Audio Engineer
  - Mix Pastor Mic
    - Below 85Db during loud sections
  - Bring up Pastor Mic/Room in Lobby
    - Bring down Spotify Mix
  - Begin Recording immediately
  - Mix Keys at end with Headphones for recording
- Fresh Start Prayer
  - ProPresenter/Lightkey Tech
    - Song Graphic ProPresenter and LightKey Cue
    - Turn Hazers on
  - Audio Engineer
    - Mix back in Worship Team with Pastor
- Post Service
  - Audio Engineer
    - Mute All Channels
    - Bring up Spotify Playlist
  - ProPresenter/Lightkey Tech
    - PP Loop
    - Pre/Post Service LK Cue
- End of Day (20 minutes after End of Service)
  - Audio Engineer
    - Upload Message to DropBox
    - Shutdown Sound System and Sequencer
    - Replace on Batteries from Mics/IEM Packs on Chargers
  - ProPresenter/Lightkey Tech
    - Shutdown Projectors
    - ProPresenter PC (after message is uploaded)
    - LightKey PC
    - Shutdown TVs



## Thursday Rehearsal

- 6:45pm: Arrival
  - Audio Engineer
    - Prepare Batteries in Mics/IEM Packs and Place in Green Room
- 7:00pm: Instrument Rehearsal
  - Audio Engineer
    - Begin Mix of Band during instrument Rehearsal
  - ProPresenter/Lightkey Tech
    - Prepare Setlist in ProPresenter
    - Select Motion Graphics for songs
      - See Detailed Responsibilities – Selecting Motion Graphics
    - Create/Prepare Lightkey Song Cues
      - See Detailed Responsibilities – Creating Light Key Presets
- 7:30pm: Full Band Rehearsal
  - Audio Engineer
    - Begin Mix for Worship Team
    - See Detailed Responsibilities - Mixing the Worship Team
    - Measure Db at FoH(Front of House)
      - 85-95 Db
      - Peaking at 100 Db
  - ProPresenter/Lightkey Tech
    - Progress Lyric Slides for Vox
    - Verify Song Arrangements for Lyrics with Worship Leader
    - Progress Lightkey Cues
- 8:15pm: Devotional Time
  - Go to Green Room for weekly devotional
- 8:30pm: Tear Down
  - AE:
    - Shutdown Sound System
    - Place all Batteries on Chargers
  - ProPresenter/Lightkey Tech
    - Shutdown Projectors/PP PC/LK PC

# Detailed Instruction

## Audio Engineer

### Mixing the Worship Team

Mixing a Live Band can be an intimidating and challenging role of the Audio Engineer. Everyone has a personal opinion of how it *should* sound and there are accepted concepts that are considered correct and incorrect. Here at Compass North Church we have standard practices of how the sound should be layered, and how to gauge if the mix is correct. Please read over the article linked after this section as you have time. We think of Mixing Sound as Pyramid, it what you put at the bottom is the foundation and just as important as the peak. As for how we want things layered please refer to the outline below.

- Drums and Bass
  - this is the foundation of the Pyramid and should be at the bottom of the mix
  - There are tones and frequencies that will cut through but primarily should be the bottom layer of the mix
- Rhythm Guitar, Keys, Synth
  - This is the next layer to the mix
  - Synth should be at the bottom of these
  - Rhythm Guitars are next
  - Piano is at the top of this layer, but should still sit below the next in general
- Lead Instruments
  - Piano may be in this layer if it has a lead line or is leading the song
  - Lead guitar sits in this layer and may be accented during solos
- Vocals
  - Harmony vocals will be the bottom of this layer
  - Lead Harmonies are the the next layer
  - Song Leader should always be the most audible and clear in mix
- Tracks/Loops
  - This should sit toward the middle of the mix, but greatly vary song to song, because we have different things in each track for each song.
  - Generally the tracks are mixed to match the above, so putting them in the middle of the mix is good.

This is a general guide and depending on what instrument drives the song this could vary. Also we want to accent any solos instrumentally or verses that have a different lead Vocal.

Note: Worship Team Section Leaders can give input on mixing their sections as well. All final mix decisions should be made by the Digital Arts Director and the Worship Leader. If someone else from the Worship Team or another Serve Team requests a change to the mix it should be presented to the Digital Arts Director and Worship Team Leader before making the change. There be no changes to the EQ or setting of any channel without prior discussion with the Digital Arts Director or Assistant Director.

Please read the below article when you have time, we use this as a guideline for our EQs on the board:

<https://www.sweetwater.com/insync/reasons-people-say-loud-frequencies/>

## ProPresenter/LightKey Tech

### ProPresenter - Running Lyrics/Message

There are a couple different methods for how we advance the slides during the different sections of the service. Depending on the point in the service you are at will determine how you advance the slides.

During Worship the Lyric slides should be advanced as the last couple words of the phrase are sung. The congregation will have enough time to read the slide and by advancing slightly ahead of the lyrics you give time for people to see the upcoming phrase. Advance the graphics song to song when it is the least focus of the service, meaning during Worship Leader's Prayer.

The selection of motion graphics should follow a few basic guidelines. We should have a different type of graphic for each song, that is do not use two glitter flow graphics in one set. The color scheme should change song to song, and avoid using the same color scheme for two songs in the set.

For the MC slides their names should be displayed as soon as they arrive out on stage. The Akron Canton Food Bank slide when the as MCs mention it. Any other special graphics such as Path Class when they mention the event. Bring up the 4 ways to give slide when they call the ushers forward to take the offering and begin the giving story.

During the Message pay close attention to the Speaker so you can have any of the notes, scriptures, or illustrations ready when the speaker starts to talk about them. Pastor Joe will often introduce a scripture or point prior to actually needing the slide. We can wait until he is fully into the point or the scripture to bring up his slides to prevent having to pull the slide down and back up. It is best to wait when advancing slides for Pastor Joe, but it may be different for other speakers.

Any questions regarding the slides can be addressed by the Digital Arts Director or Assistant Director. Any ideas or suggestions regarding ProPresenter or Motion Graphics can be made to them as well. The Director and Assistant Director have the final say on Motion Graphics and timings but appreciate creativity and encourage new ideas.

### ProPresenter - Media and Graphic Locations

All of our Motion Graphics for our song backgrounds and other times we use motion graphics can be found in the Tech Arts folder on the ProPresenter iMac. New weekly graphics are found on the Church DropBox under the Weekend Service folder. This is where you will find the message notes, graphics, illustrations and any other materials needed for the message. You can also find the graphics for the Pre/Post service loops here. This is also where the announcement video will be found each week. All Media should be copied from the DropBox folder to the corresponding folder in the Local Media Directory, and then placed in ProPresenter.

### LightKey - Cues Creating Light Key Presets

The flow of service cues are already laid out in Lightkey App. We have five groups of lights and one set of haze machines. You should only need to adjust three of the light groups for the Worship Set, MCs, and Message. The Haze Machines are used during the Pre/Post, Worship, and Fresh Start/Closing Prayer sections of the service.

The first group of lights are the house lights. Typically these will never need adjust unless we have a special event for the service. We have four or five settings we cycle through on the house lights all of which are already tied to the appropriate cue.

The second group of lights we have are the Stage Lights. Again these will seldom need adjusted for the service and the appropriate settings should already be tied to the cue for that section of the service. We have three settings for these lights, off, center, and full.

Third group of lights are our Color Washes on the back wall that shine on the white plates. These are some of the more customizable lights on the stage. They are setup to be an extension of the main screen on stage, and should compliment whatever is happening on this screen. For our Motions Graphics we name the presets for these light to the corresponding motion graphics. These should also be set to compliment whatever the graphic is during the message.

Our Fourth set of lights are probably the most complex. These are our Gobo/Spot moving heads. We create two sets of presets for these lights. We define the color, gobo lens, rotation, focus, and dimmer in one preset. Then we set the movement pattern or position in a second preset. You can select a color combination that compliments the rest of what is happening on a song. These are only used for the Pre/Post Service, Countdown, Worship, and Jam sections of the service.

The final light is the RGB underneath the stage. This is set to compliment whatever else is happening during that section of service. This should be used the entire service.

The only lights that need adjusted weekly are the Color Washes, Gobo's/Movers, and RGB Bar. Primarily these will be set to complement each song during worship and any other main phases of service, such as the message or MCs motion graphics.

There should be enough haze that the Gobo's/Movers are able to easily seen from the light to where they touch the ceiling. The fan speed and haze amount can be adjusted accordingly to move the haze to fill the area evenly.

# Expectations and Guidelines

## Scheduling

We do all of our scheduling through Planning Center Online. Our schedule is sent out Monthly and we request that you block out dates that you are unable to serve. Typically there will be a post on the slack reminding everyone to put in their block out dates. Please reply to scheduling requests by accepting or declining within 24 hours of receiving the request. This helps the Director find someone to replace you if you end up declining that serve request. We typically schedule team members once or twice a month. If you have a preference for how often you would like to serve please put that in PCO and we will do our best to accommodate.

## Serving

When you receive a request to be scheduled and accept we are relying on you to be present and timely for the requests. We understand life throws us unexpected curve balls and we get it. So if something does come up please communicate that as soon as possible to the Director and Assistant Director so we can make arrangements accordingly.

## Close Notes and Sign-Off

As you have picked up on by now there is a lot that goes on with the Digital Arts Team in every service and event. We hope you are excited to grow with us as we grow as a team. To verify you have read and agree to adhere to the standards and guidelines in this document please sign and date below. This shows us that you are committed to the standard of excellence that we feel called to as part of the Digital Arts Team and more importantly Compass North Church.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Welcome to the Compass North \_\_\_\_\_ Team.

We are so excited you are joining the Dream Team. By checking each line & signing below indicates you have read through the guidelines for the team you have chosen and that you align with the expectations of your specific team as well as the below listed expectations of our Compass North Dreamteam members. Thank you for being willing to serve and doing your best to uphold the heart and culture of Compass North church.

\_\_\_\_\_ I have completed all 3 sessions of Path

\_\_\_\_\_ I am in alignment to the full beliefs of Compass North Church.

\_\_\_\_\_ PCO (Planning Center Online) I have downloaded the app and understand how to use it. I will respond(accept or decline) to scheduling requests within 24 hours. I will use the block out dates when out of town or have other obligations.

\_\_\_\_\_ Slack (Each teams way of sharing important information quickly and efficiently) I have downloaded Slack app and commit to check slack at least once per day.

\_\_\_\_\_ I have received my team shirt and will wear it and nametag when serving.

\_\_\_\_\_ I will arrive for serving 30 minutes prior to church service and be at my post 20 minutes prior to church service. If I am serving at 9 am I will attend the Huddle at 8:30 am.

\_\_\_\_\_ I am willing to serve a minimum of once per month (2 x per month is preferable)

\_\_\_\_\_ Serve one Attend one: I understand when I am serving, I will make it a priority to attend one service. Your spiritual life is important, we want you to be filled.

\_\_\_\_\_ Guest Aware: Whether serving or not, I will be mindful of new guests & introduce myself, help them find whomever invited them, introduce them to someone at Connect Center.

\_\_\_\_\_ Serving is working for God. I will remind myself and politely delay non-serve related conversations until after I am finished serving.

\_\_\_\_\_ Church Aware: A clean environment is part of our guests impression of Compass North church. I will pick up and dispose of empty coffee cups & water bottles. If I see a spill or mess of any kind, I will clean it up or bring it to the attention of someone who can.

\_\_\_\_\_ I understand I am expected to participate in trainings/meetings/and Dream team parties.

\_\_\_\_\_ Join a Life Group: Taking rows to circles. Small groups are where we study God's word and build lasting relationships. Most Life Groups are 8 week sessions. Freedom groups 12 wks.

I will participate in a life group and when ready I will lead a life group.

\_\_\_\_\_ I plan to complete Next steps for my spiritual growth: LP1, LP2, and Freedom Group.

\_\_\_\_\_ I have completed LP1

\_\_\_\_\_ I have completed LP2

\_\_\_\_\_ I have completed Freedom (including conference)

\_\_\_\_\_ Being on the Dreamteam is an honor and a privilege. I will be mindful of how I am representing Compass North Church and the love of Jesus every day and every where, not just at church on Sunday.

\_\_\_\_\_ Social Media(WWPJP-what would Pastor Joe post) Remember it's your church family, Directors, Dreamteam members and their families, friends, coworkers & sometimes kids seeing your posts. I promise to be mindful of what I post on social media.

Thank you so much for being willing to serve the Kingdom of God. If you have any questions or concerns please take them to your team Director or Assistant Director. Pastor Joe Hunt

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Dates