

# Tips on Using the Pilgrim Sound System for Worship Planners and Presenters

When planning worship it is important to understand the use of the Sound System as *no matter how good the material is, if people cannot hear clearly, the message will be lost.*

## Using the Microphones at Pilgrim

Four different types of mikes are used at Pilgrim:

- **Vocal**
- **Hand-held**
- **Singing**
- **Head / ear**

## The Vocal microphones – Pulpit and Lecterns

### Whom shall we send to the lectern?

People chosen to speak from the lectern should be able to speak up, projecting their voice strongly and clearly just as if there were no mike.

*NB: A speaker who can manage only a soft or weak voice could well be unintelligible to many in the congregation because the Sound System operator can turn up the volume only a certain amount before feedback sets in.*

### Positioning a lectern mike

A lectern mike should be positioned about halfway across the lectern, with the mike's head about 30 or 40 cm from the estimated position of the mouth of an average-sized person.

*NB: Because this is a wide-angle mike its position **should not need to be adjusted** during a service, and users are asked to **leave it alone**.*

### Instructions for Speakers / Readers

- Stand behind the lectern, no closer than 30 cm from the head of the mike.
- Do not lean forward - maintain a constant distance from the mike.
- You are addressing a crowd, so **SPEAK UP - do not use your normal voice.**
- PROJECT your voice CLEARLY towards the mike.
- Speak directly to the mike as much as possible.
- Do not drop your voice.
- Pause between sentences and phrases.
- Do not touch the mike and do not adjust its position - it has a wide angle sound pickup and will hear voices from each side as well as from above and below.
- Because of the lectern mike's wide-angle property, two people standing close together can share it without moving it.

### Checking out before the service

**If you are going to use the lectern mike, especially for the first time, you should see the person on the Sound Desk before the service and do a sound check.** The Sound Desk person will make any necessary adjustments to the mike position for you. They will also check the sound levels and this will make it easier for them to be ready with the correct sound levels before you begin to speak.

## **The Hand Held Microphone**

The hand mike is a portable wireless mike that can be passed around. It is kept locked in the sound cabinet drawer.

If you are using the hand mike, check the battery level on the display before use. Then keep it turned off until ready to use it.

This mike needs to be held close to your mouth - speak directly into it. If you turn your head sound will be lost unless the mike follows. PRACTISE before the service. If you are holding the mike for another person ensure you hold it close to their mouth. Once you have finished turn the mike OFF.

DO NOT use the hand mike WITHIN 2 METRES of any other mike to prevent FEEDBACK. You do not want to hear FEEDBACK!

## **The Singing Microphones**

Singing mikes are set up for the musicians and lead singer/s. There are four available.

Singing mikes require singing directly into them at close range. Almost within licking distance! If they are not pointed directly to the singer they do not work properly. Watch singers on TV using mikes to get the idea.

**Singing mikes are NOT GOOD FOR SPEAKING.** Try not to use them for this purpose. Go to the lectern instead.

## **Head/Ear Microphones**

Head/Ear mikes are hands-free wireless vocal mikes, used by the ministers and kept in their offices. These mikes can be used on request to the ministers.

A third Head/Ear wireless mike is kept in the Sound Cabinet drawer and can be used in emergencies if one of the ministers' mikes is not working or if three Head/Ear mikes are required at once.

Head/Ear mikes should NOT be used WITHIN A METRE of the lectern. If using an Head/Ear mike turn it OFF before approaching and using a lectern or pulpit or singing mike. You do not want to hear FEEDBACK!

## **Using Multimedia at Pilgrim**

If you are planning to use multimedia, recorded music or material on CDs please contact the person (see list below) who will be running the Sound System as soon as possible so they are clear about what is intended. They may also be able to advise how best to present the material you wish to use.

Sometimes this might mean re-recording a special CD. Otherwise the planning team will need to provide a service order/running sheet indicating exactly where the material is to be played and providing the CD and track number/s required.

If planners are intending to use a data show (Powerpoint or Keynote) then the material needs to be supplied on a USB stick for the file to be test run a day or so before the Sunday Service, especially if you wish to include video clips.

Note: if using Keynote or other on an AppleMac you will need to bring your own computer and arrange for a test run before the Sunday in question.

Planners need to decide if the data show is to be managed from the Sound Desk or run from the lectern so those setting up can run the correct cabling and test it.

Testing should take place during the week before the Service where-ever possible.

Requests for data shows less than half an hour before the service will be respectfully declined unless prior arrangements have been made and the presentation is simple (e.g. visuals only).

Last minute requests for data shows may mean the material can't be screened for technical reasons. Every effort will be made to run the program provided but given limited time for testing and debugging this may not happen.

## USING THE NEW DATA PROJECTOR & SCREEN

Pilgrim now has a fixed data projector and screen. This will make the use of projected images, video and data shows much easier. Most planners will want to use programs like POWERPOINT, PRESENTATION or KEYNOTE. Please advise the Sound Desk operator as soon as possible what you are intending to do. They may be able to offer support and suggestions.

Preparing a good program will take effort and time. A good set of slides may take 6 hours to assemble and one hour to road test and practise with your script. The one hour road test is essential and will pay off on the day.

Planners who are new and not so new to using data shows should check out the FOUR following important tips!

### **Don't clutter the slide**

Instead use minimal text, large size, and contrast light colours on a dark background.  
*If people are spending their time trying to read a large amount of small text they won't be listening to you.*

### **Don't read text from the slide**

Don't do it; it irks people. If you are talking about pollution, show a picture of a polluted river. Be visual. Some pictures are worth a thousand words.

### **Don't show off!**

Avoid fancy transitions, animations, multicolours, garish backgrounds....

### **Avoid hard work (for the congregation)**

The simpler the presentation the better.

Use the same backdrop and text font (preferably sans-serif e.g. Arial, Helvetica) and colours to unite all the slides in the show.

Keep the layout simple. Check. Can the text be easily read from the back of the church?

Pictures are better than words.

Hunt up suitable images (use Google image). Single images per slide need to be a minimum of 600px wide so they will enlarge clearly. If you can't find a suitable image don't use one. No picture is better than a fuzzy one.

*Integrate* video clips into the show. If you don't know how – ask!

Set the screen size at 1280 x 800 to use the full screen at Pilgrim.

Here are some resources that provide more tips and things to avoid when preparing data shows:

Get a copy of Craig Mitchell's **Introducing data projection in church** - part of an RTF document, downloadable from

[http://craigmitchell.typepad.com/mountain\\_masala/files/getting\\_started.rtf](http://craigmitchell.typepad.com/mountain_masala/files/getting_started.rtf)

Do a Google search for “**Really Bad Powerpoint**” - a collection of horrible examples showing how not to do it.

Check out Uniting College BMin Core Unit - Media and Communication in Contemporary Culture.

Further reading: Australian Leadership: Technology in the Church, Vol 5 Issue 6 April/May 2013.

### **9.30 am Sound Desk Operators – monthly rotation**

Week 1 – Allan Forbes

Week 2 – Peter Russell

Week 3 – Reg Brown

Week 4 – David Davis

Week 5 – TBA

### **Experiencing Problems Hearing?**

If you are sitting in church at a service and can't hear, or find the sound system is not clear, please indicate your problem to the Sound Desk Operator as soon as possible so the problem can be rectified.

Don't suffer through a whole service as others are probably experiencing the same difficulty.

Pass the message on if you can't get out of your seat.

### **Worship in the Hall**

The projector and screen are oriented to the eastern wall of the hall. The screen is pull down and the access points for the computer are on the eastern wall adjacent to the door at the northern end.

Mount the laptop on the trolley and plug in the connecting HDMI cable. Cables and hand remote for the projector are kept in the steel cupboard in the storeroom accessed by the door next to the plugpoints. Ensure all cables and remote are returned at the end of the session and the door is locked.

Planners will need to choreograph worship to take into account the position of the screen.

Worship planners or others wanting to use AV in the hall should refer to Allan, Peter or the Ministers to organise use.

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