

## Leading Online Worship

This is a guide for Preachers leading our pre-recording online worship in the Salford Methodist Circuit. If you have any questions or problems, don't hesitate to contact Matt (Circuit Communications Coordinator) - details below

Our online services are usually between 30 and 45 minutes long, and include prayers, hymns, bible readings and a short message. You can see past services at [www.youtube.com/salfordmethodistcircuit](http://www.youtube.com/salfordmethodistcircuit)

### Deadlines

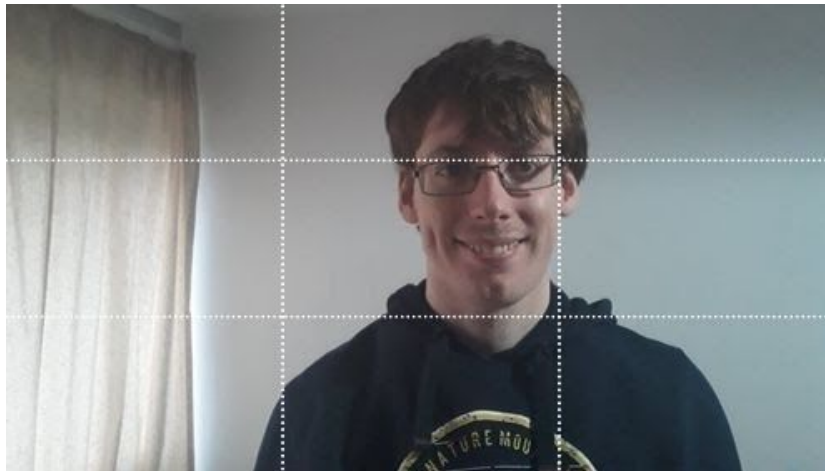
Hymn choices need to be with Rev Clare Stainsby three weeks in advance, as there is a lot of work in recording and mixing hymns. We do have a library of pre-recorded hymns, which Clare has a list of.

Video needs to be with Matt Collins by the Wednesday evening before the Sunday at the very latest. The earlier the better.

### How to Film

- Gather your equipment
  - Mobile phones are perfect for filming
  - The Circuit has a tripod with phone mount and a lapel microphone which will help improve quality. Speak to Clare about borrowing it
  - You can film on a laptop if it has a webcam.
    - Don't use Zoom to record video, as it records really low quality (And exception is if you want to have two people interacting from different places)
- Find a quiet place, if possible with soft furnishings (as this will help with sound)
- Check what is behind you
  - You don't want your washing in the background. Ideally, the background shouldn't be too busy as it can be distracting
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- Check your lighting
  - you don't want the light coming from behind you as you will appear too dark.
  - You don't want the light too bright, as you will appear washed out
- Set your equipment up
  - Film in landscape
  - Your camera should be roughly level with your eyes, as this looks most natural
  - If possible, be slightly off to one side (this allows graphics to be put on the side of the screen)
  - Aim for your face to be in the top 2/3rds of the frame (this means that subtitles won't cover your face)



An example of an ideal framing.

- Don't zoom in on a phone, this lowers the quality. If needed, move the phone towards you.
- If reading from a script, have that as close to the camera as possible, so you are still looking at the camera when reading.
- Take a test video
  - Film a few seconds, talk a bit, then stop and watch it back. Check the video and the sound. You can then make any changes.
- When you are ready, start filming
  - When you press record, bring your arms down and leave a 2 second gap before starting speaking. When you finish, stand still for 2 seconds before stopping the recording. This helps with editing.
  - It's ok to make mistakes. If you need to stop the recording and start again from a suitable point, do so.
  - Break the recording up, so each section of the service as a separate clip. This means that you don't have to go back so far to start after a mistake.

## Getting the footage to Matt

Matt will send you a Dropbox Request Link (remind him if he doesn't!). If you filmed on a phone, you can open that link on the phone and upload the clips. Remember that video files are quite large and the upload may take some time. If you have any problems, contact Matt for advice or another way to do it.

## Other things that are helpful for Matt - please email these to Matt

- An order of service (so the video will end up in the right order)
- A Title or Theme (for the title of the video)
- A transcript (if you have one)
  - We provide a written transcript of the service online, and also subtitle the videos. So if you have a script, and copies of prayers etc, please send them to Matt so he can use them as a basis of the subtitles
- Which translation of the Bible you have used (as we put the readings on the screen)
- If you want images displayed on screen to illustrate a point, please make this clear in the script.

## Other Elements of the Service

- If you want to use images, we need to ensure these are copyright free.
  - The easiest way to do that is to use [unsplash.com](https://unsplash.com) as all of their library is royalty free. <https://www.freelyphotos.com/> is a good source of royalty free Christian imagery.
  - Otherwise, let Matt know what you want images of and he will find suitable ones
- Music (other than Hymns produced by Clare)
  - Copyright means that it is not often likely to use music in our videos. Please check with Matt as early as possible as we will need to seek permission from the rights holder, and have a plan B
- Other videos
  - We can't simply include videos from YouTube, as there isn't any way to legally download them. If you wish to use a video for elsewhere, please check with Matt as early as possible as we will need to seek permission from the rights holder, and have a plan B

## Contact for Matt

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