



Worship Audio Guide

The purpose of this document is to help you make the most of your experience working with the sound system in the sanctuary, as well as offer a good audio experience to those worshipping through our online LiveStream. This will give you some general guidelines on how worship technology has evolved with the addition of online worshippers and some special considerations that you need to be aware of.

If you have any questions about this or want to have additional guidance or instruction, please reach out to David Foltz at yuppie011@gmail.com.

General guidelines:

- If you are not using a mic or your microphone is not turned on, nobody online will hear you. If you don't have a mic available, PLEASE use the Pulpit to make your announcement so everyone will be able to hear your remarks.
- Be aware that with a mic, EVERY sound you make will be picked up and amplified for the online audience. When offering a Prayer/Response, it is OK to also say the response, but try to whisper or use a more quiet voice.
- During songs or other parts of the service where you are not speaking, please be sure to MUTE your mic pack.
- Before the service, please try to be a bit early so that we can perform a brief sound check with you and your mic. This only takes a minute, but will help ensure proper balance of your audio in both the sanctuary as well as for the online attendees
 - When doing your mic check, please speak at the same volume you intend to use during the service. Try to have a small phrase or verse to help you continue speaking, such as reciting the Pledge of Allegiance or saying the Lord's Prayer at the volume you will be using in order to obtain the proper balance and level of your mic. Not saying anything or speaking in a normal volume that is different than what you would during the service will result in difficulty getting a proper level on your mic.

The next section will cover proper microphone placement and use. Depending on which type of microphone you are using, please follow these steps to ensure a proper fitting and sound experience for everyone.

For a Lavalier mic:



When using the Lavalier mic, place the mic at the center of your chest, approximately where you would put your hand over your heart. Be aware that if you are turned away from center or looking down, the level of the mic will be affected. Especially during a prayer when your head is bowed down, the volume picked up on your mic will be increased, so try to compensate slightly if possible.

For a headset mic:



When using the headset, or over-the-ear mic, place the mic over your most comfortable ear and carefully move the mic boom toward your mouth. The tip of the mic should be close to your face but at least 2" away from your mouth.

NOTE: If you are using a mask, please ensure that the mic is OUTSIDE of your mask. Placing the mic tip inside of a mask will muffle the audio and make it indecipherable to those in the sanctuary and online. Also, it will cause the volume level to override the sound system and be extremely loud to those listening.

For the handheld mic:



When using the handheld mic, lightly grip the microphone in the middle of the handle and hold it ~2-5 inches away from your face when speaking. It does not need to be right at your lips, but a slight distance away from your face. To turn on the mic if no sound is coming out, press and hold the RED button on the bottom of the handle until you see the LED panel turn on. It will take about 5 seconds before the audio is picked up and then you can begin speaking.

When using a stationary mic on a stand



Often we will have a microphone on a stand that can be used for announcements. In the event that you are asked to speak using this method, please step up to the mic, make sure the end of the mic is pointed toward your mouth, and stand ~5" away, or about the width of your hand. This will ensure that your voice is picked up clearly by the mic. Also be aware that if you turn away from the mic, your voice will be slightly quieter, but generally this is not an issue with these types of microphones so there is no need to modify your speaking tone.