

Slides Team Sunday Checklist

Important Docs

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Important Docs

The Slides Team Members role is to lead the worship team, liturgy host, pastor and congregation in all of the elements of worship. The slides team members should always be one step ahead of the worship leaders and pastors so that they are following you, and not the other way around. The slides team is pushing back darkness in our city by displaying the gospel and creating space for the worship of King Jesus!

☐ Turn on Screen

- Unlock the Video System Power Sequencer and push the On button (You may have to hold the button down).

☐ Set Up Computer and Displays

- Turn on the monitor using the power button on the back of the monitor.
- Password is ThatAllMaySing2023!
- Open ProPresenter and find the Sunday service playlist.
- Right click the Companion app in the dock and click Open (nothing will happen here but it starts the companion app)
- The password on the Stream Deck is 1111. Turn on the Confidence Monitors, the cafe TV, the moms room TV, and the Green Room TV (it may take a few seconds to confirm that it is on).

☐ Build Slides Based on Planning Center Outline

- Call to Worship (max 4 lines, not including the title, if applicable)
- Songs in First Set (max 2 lines), add the appropriate background for the series to the first slide if it isn't already there.
- Congregational Prayer (max 4 lines)
- Greeting of Peace
- Scripture Reading (update with scripture reference)
- Sermon (max 4 lines, not including the title, if applicable)
- Time of Response
- Songs in Second Set (max 2 lines), add the background to the first slide if it isn't already there.
- Call to Mission

- Double check each service element in PCO for links to any new videos we might have this week.
- **Be Sure to Update all Props for Liturgy Elements and Sermon Slides.*

☐ **Remove Audio Actions (Pads) from any songs..**

- Pads are no longer used and should be removed if present.

☐ **Add/check Stage Display actions**

- Call to Worship uses:
 - ☐ Confidence HR: Next - READING
 - ☐ Confidence LR: Current - READING
- Songs use:
 - ☐ Confidence HR: Next - WORSHIP
 - ☐ Confidence LR: Current - WORSHIP
- Congregational Prayer uses:
 - ☐ Confidence HR: Next - READING
 - ☐ Confidence LR: Current - READING
- Scripture reading uses:
 - ☐ Confidence HR: Next - NOTES
 - ☐ Confidence LR: Current - NOTES
- Sermon uses:
 - ☐ Confidence HR: Next - SERMON
 - ☐ Confidence LR: Current - SERMON
- Time of Response uses:
 - ☐ Confidence HR: Next - READING
 - ☐ Confidence LR: Current - READING
- Call to Mission uses:
 - ☐ Confidence HR: Next - READING
 - ☐ Confidence LR: Current - READING

☐ **Add/check Audience Looks for Call to Worship through Sermon**

- Select the Look that matches the content of the slide.

☐ **Music Lead Checks Slides (after Prayer)**

- Use the "Arrangements" menu to make adjustments instead of copying/pasting or deleting parts of songs going forward. If a song only has a "Master" arrangement, select the "New Arrangement" option and title the new arrangement "Standard". You can then modify the Standard Arrangement using the existing elements of the Master.

☐ **Liturgy Host & Pastor Checks Slides (after Prayer)**

☐ **Attend 8:20am M&A Huddle**

☐ **Run Slides in the 9am and 11am Services**

