Online Service Recording Process

Back in February, the hardest parts of the Video Ministry team's job were remembering enough of the sermon to write a description for the uploaded video and getting the video processing completed before Communion was done!

Things are a bit more complicated today, with many more moving parts to keep track of, but the underlying routine is still the same:

1. The Order of Service is the script, conveniently printed in the bulletin each week.
2. Each part of the service gets recorded or produced.
3. Assemble all these recordings on a timeline along with titles and boilerplate end matter.
4. Finally, upload the result to Vimeo for others to watch and enjoy.

Here's how St Andrew's is now creating their online worship services.

Details

Provide Liturgical direction **Rector**	• Select readings from the lectionary, liturgy from the prayerbook, readers and recording schedule. • Arrange for a Zoom call between remote participants & clergy • Arrange an in person recording session at the church.
Choose the music **Musical Director**	• Provide list of hymns and other musical works • Provide arrangements • Identify performers.
Create and publish bulletin **Staff**	The Order of Service is the "script" for the Service The Producer uses the final bulletin to proof check the completeness and correctness of the service video.
Produce Hymns and Choir Pieces **Music Producer and Musicians**	See "*Virtual Music Recording Process*" for details.
Create community slideshow **Community Producer**	• Create a weekly slideshow from photos provided by the community. • See the *Postlude Slideshow Guide* for details

Record the Service Components
Clergy & Congregation
	• Record the service segments
	  • in the Sanctuary,
	  • in a Zoom call and
	  • individually

Collect all component parts **Producer**	• Decompose Zoom and sanctuary recordings into individual segments (see spreadsheet) • Collect other components from musicians and community (above)
Arrange components into Service **Producer**	• Use the Order of Service in the Bulletin as a guide. • Add title, intro, transitions, credits and contact info • Add outtakes and "coffee hour" clips if desired
Review and publish service video **Producer & Clergy**	• Upload the finished project to Vimeo • Email link to participants and clergy for review • Publicize Video Link on Website, Social Media and email
Archive and clean up **Producer**	Video files are large, and quickly eat into shared storage allotments. Archive everything and make a backup, then delete the files from Google Drive and Dropbox.

How To Create a complex worship service video
Step by step with Apple's Final Cut Pro X

A. Create a file folder (yyyy-mm-dd - name of Sunday)
B. Collect all the logos, images and movies for the service
C. Open FCPX and create a new Event for the week's service
D. Create projects within the event for each component of the service. (We use a shared Google Spreadsheet[1] to keep track of everything - and use the index numbers there for our clip and filenames to tame the complexity)
  • The prelude and postlude are good places to show community slideshows or videos of events.
  • Hymns: Stack and align a series of instrumental and vocal tracks
  • "Virtual" Folk or Choir pieces are produced the same way
  • We turn our Zoom call into a multi-camera session by having two participants each record it with different preferences:
    • Import the "Speaker View" recording
    • Import the "Grid View" recording
    • Select both clips and (right click menu) combine them into a new MULTICAM clip.
      Click *synchronize with the audio tracks*
      Name the resulting clip "Zoom-combined"
    • Enable the preview window's View->Angles feature
    • As you review the new clip, you can change the camera angle used simply by clicking on the desired angle's preview image.
  • Any outtakes
E. Assemble the components into a Service
  A. Open the Service project on the timeline
  B. Copy one of the service templates and paste it on the timeline
  C. Modify the title page text to reflect the broadcast date and preacher
  D. Using the bulletin as your guide, drop each of the components you created above into the timeline in order.
  E. Add boilerplate end matter (credits, contact info…)
  F. Stack the Church logo above the entire timeline.
    A. Lower right corner (550, -300)
    B. Transparent (15% opacity)
    C. Small (15%),
  G. Adjust the volume levels of all the clips, aiming for a comfortable 3-bears result (not too soft, not too loud, just right)
F. Use the video editor's various video effects, transitions (etc) to develop a pleasing and non-distracting visual experience.
G. Upload the Service Video to Vimeo
  • Tag it as "St Andrew's Sermon" and
  • "St Andrew's Channel"
H. Send email to the clergy/lectors/performers with the link to the full Vimeo video, asking them for review (just in case …)
I. Church Staff will publish the video link to the usual places for viewing over the weekend.

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[1] https://docs.google.com/spreadsheets/d/1lDKnuT0dcz_mESel3inqddGD45cu-FXZbe14OUdhR00