

CENTRAL UNITED METHODIST CHURCH



SOUND SYSTEM OPERATION INSTRUCTIONS JULY 2011

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General Guidelines:

1. The soundboard operator should arrive atleast 30 minutes prior to the service.
2. If you have a particular track(s) from a CD that you need played during the service, get the CD to the sound team no later than the day BEFORE the Sunday service. If that's not possible, ATLEAST contact the sound team leader 24 hours PRIOR to the Sunday service so he will be expecting and planning for it.
3. If there is going to be an "audio presentation" or special announcement that should be on the CD (Juneteenth for example), the pastor should let the sound team leader know this will take place before the service begins.
4. Batteries in the pastor's wireless should ALWAYS be completely full. 2 of 3 bars simply is not good enough (based on value of the recording). **I would recommend fresh batteries be put in the pastor's wireless each week regardless.
5. The choir should communicate with the sound team to inform them of the requirements necessary for the music that will be played on Sunday (especially if someone is going to be doing a solo, for example).

6. If someone leaves their CD or tape from a presentation in the sound booth, it can be picked it up from the church office.
7. At the beginning of the service, when the pastor turns on the microphone, BEGIN RECORDING.
8. What portions of the service to be recorded weekly is in this manual.
9. Team member should confirm their working **each week** on the Saturday prior to Sunday service with the team leader.
10. Whoever works the soundboard for the 745 service should leave it completely set up for the person who will be recording the 1045 service (master CD already labeled and ready for recording, and 6 CDs for copies should already be in the CD duplicator).
11. Please make “special copy” requests in writing and allow 7 days.
12. This manual contains:
 - a. What is to be recorded weekly
 - b. How to make duplicate copies
 - c. How to turn the system on and off
 - d. What needs to be set up and checked before the service starts
13. There should be 2 people working the sound for each service.

I. Preparing the Sound System

1. Lift the gold handle of the rolling door for the amplifiers (below the mixing console).
2. Lift up the 2 gold handles of the rolling door that covers the mixing console.
3. Ensure that the black and orange wireless microphones have been placed in the pulpit area and the red piano vocal microphone is connected. They are stored in the sound room (the door to the right as you face the pulpit).

II. POWERING ON THE SOUND SYSTEM

1. Turn on the system in this order:
 - a. The master switch (temporarily controlled by a power strip on the floor behind the rack containing the recording deck.
 - b. The Crest Audio FA 1201 Power amplifier
 - c. The top QSC Audio Professional Power amplifier.
 - d. The bottom QSC Audio Professional Power amplifier
2. At this point, the following equipment should be powered on:
 - a. The wireless microphone transmitters
 - b. The mixing console
 - c. The amplifiers
 - d. The CD/cassette recording deck
 - e. The CD playback unit

NOTE: if any of the above components are not powered on, find the power switch for the particular component and turn it on.

III. THE MIXING CONSOLE: Adjusting Sound Levels of the Individual Inputs

NOTE: Before adjusting the sliders, make sure that the channels are on (the square button above the slider should be pressed down).

1. **Channel1,2PIANOMICROPHONES**: - These channels control the volume of the piano microphones. If a pianist is not present, these channels should remain OFF.
2. **Channel3REDPIANOMICROPHONE**: - These channels control the volume of the red microphone that stands next to the piano. If the pianist is not present, this channel should remain OFF.
3. **Channel5ELECTRONICDRUMKIT**: – This channel controls the volume of the electronic drum kit. If the percussionist is not present, this channel should remain OFF.
4. **Channels6-9**: - Not in use at this time.

5. **Channels10,11CHOIR:** These channels control the volume of the microphones in the choir loft. If a choir is not present, these channels should remain off.
6. **Channels12,13PULPIT:** - These channels control the volume of the microphones on the lecturns in the pulpit.
7. **Channels14,15WIRELESSMICROPHONES:** - These channels control the volumes of the wireless microphones (the black microphone channel 14 and the red microphone channel 15). These microphones are stored in the sound room in the top right cabinet. **These microphones must be turned on in order to adjust the sound levels.*
8. **Channels16–19:** these channels are not in use at this time.
9. **Channel20PASTOR'SWIRELESS MICROPHONE:**
- This channel controls the volume of the pastor's wireless microphone. It is kept in the pastor's office. PLEASE NOTE: the batteries for the wireless should be fresh EVERY Sunday. This is to ensure that there is good transmission throughout the entire sermon. If no one is using this microphone, it should remain off.
10. **Channels21,22TASCAMCassetteDeck:** - These channels control the cassette deck when a cassette needs to be played for the congregation to hear. If there is nothing to be played, these controls should remain off.

11. **Channels23,24CDPlaybackDeck:** - These channels control the cassette deck when a cassette needs to be played for the congregation to hear. If there is nothing to be played, these controls should remain off.

IV. ADJUSTING THE SOUND LEVELS OF INDIVIDUAL OUTPUTS

On the right side of the mixing console are the sliders that control output volume to the various speakers in the sanctuary. *Note:* These seldom require adjustment. They should not be touched unless necessary.

1. **Blue AUX 1 slider:** controls the speakers in the choir loft.
2. **Blue AUX 2 slider:** controls the speakers on the floor in the pulpit and next to the piano.
3. **Blue AUX 3, 4, 5 slider:** no speakers connected to these sliders.
4. **Blue AUX 6 slider:** controls the recording levels for the cassette/CD decks. When the RECORDING level on the CD is too high, or too low (use the headphones to determine this), adjust this slider for optimum sound quality.
5. **RED Main slider:** The white speakers that are attached to the ceiling and face the congregation are called the “House Speakers”. This slider located to the far right side of the mixing console, below the blue sliders controls the volume for these speakers. Once the pulpit channels have been adjusted, volume for the house speakers can be increased or

decreased as necessary. The volume for these speakers should always be at level 5, unless adjustment is necessary.

V. Recording The Service on CD

1. Place a blank master CD (from the spindle located below the mixing console AND LABELED “Use for recording master ONLY”) into the CD-RW tray on the TASCAM unit at the top on the equipment rack.
2. Using the remote control, press the REC button on the left side near the bottom, the display should show “REC”, followed by “Tr 1 0:00”.
3. To begin recording, press the FADER button. During recording, monitor the recording level on the CD deck by adjusting the right input knob as needed. (If you follow the list of what to record, and remain focused on the service and the recording, there is enough time on the blank CD (80 minutes) to get the service recorded). But, you **MUST** stay focused on the service. Please refrain from conversations, and anything else that may serve as a distraction. **Remember: *these CD’s of the service will be heard by many, many people. The quality of the CD recording is a reflection of the church, the pastor, and you.***
4. To end recording, press the FADER button again. IN the display, you will see the next track number cued, followed by “0:00”.
5. Record the service in the following order:

- a. **Track 1: Call to Worship/Invocation.** **BEGIN RECORDING** when the acolytes light the altar candles. Continue this recording until the end of the Gloria Patri.
- b. **Track 2: Worship through music** (the first song the choir does). **BEGIN RECORDING** once the choir director is in place in the pulpit. You will want to get the entire song, along with a few seconds at the end of any applause.
- c. **Track 3: Scripture Reading:** **BEGIN RECORDING** when the person gets to the lecturn.
- d. **Track 4: Morning Prayer:** **BEGIN RECORDING** when the person delivering the altar prayer comes to the lecturn. Record to the end of the prayer along with a few seconds of the song the choir is singing at the time.
- e. **Track 5: Selection of Preparation:** **BEGIN RECORDING** when then choir director get's into position and cues the choir to stand. Record to the end of the song along with a few seconds of applause.
- f. **Track 6: Sermon:** **BEGIN RECORDING** when the pastor gets to the lecturn. (Record until the pastor is a few seconds into the invitation, has come down from the pulpit and has extended the invitation a couple of times).
- g. **Track 7: Communion Sunday** (1st Sunday of the month). Once the pastor goes back into the pulpit,

watch for him to begin speaking and **keep record until the first group of worshippers has been served.**

6. When you have finished recording, press the STOP button on the bottom row of buttons on the remote control. You should see the words “PMA Writing” in the deck display. **Press the FINALIZE button, followed by ENTER** once you see the words “Finalize OK?” in the deck display. In 60 seconds, the recording will be burned onto the master CD.

Remember: *There are only 80 minutes on a CD. To see how much time remains, press the display button located on the remote control. If you are solely focused on recording the service, you WILL be able to get the entire service recorded (usually with some time left over).*

VI. Duplicating CDs

1. **Remove the finalized master CD from the recording deck. Label the master CD.** The labels should already be on the CDs, all you will need to do is fill in the date and time of the service, the person delivering the sermon, and the title of the sermon.
2. **Place the master CD in the top tray of the disk duplicator** which is located between the recording equipment and the mixing console.
3. **Remove the appropriate number of blank CD's Labeled as "USE THESE CD's FOR MAKING DUPLICATES"** from the spindle located under the mixing console. You will need 6 duplicates immediately. Fill out the information on the CD's – date and time, speaker name, title of sermon.
4. Once the blank duplicate CD's have been placed in the disk duplicator trays, **PRESS the bottom square button** on the disk duplicator, the display should read "1.Copy" followed by the CD length in minutes.
5. **PRESS the top square button** to begin the duplication process. The display will show you how much time it will take to duplicate the CD's.
6. **Once the copies have been made, the trays will automatically eject the CDs.**

7. Place the master CD in the spindle labeled “Recorded Masters” located under the mixing console.
8. **Distributing the CD’s.** You should have made 6 copies of the service for distribution. 1 copy goes to the pastor; 1 copy goes to the church office; 1 copy goes to you for review during the week. The other 3 copies are available for purchase. Someone will need to be downstairs in the narthax by the end of the service with copies for sale. The pastor will mention their availability before benediction.

VII. Powering “Off” the System:

1. Turn off the system from the bottom to the top IN THIS ORDER:
 - a. Turn off the bottom QSC Audio Professional Power Amplifier.
 - b. Turn off the top QSC Audio Professional Power amplifier.
 - c. Turn off the Crest Audio FA1201 Power amplifier.
 - d. Turn off the rest of the equipment.
 - e. Ensure that all microphones have been turned off and placed in the cabinet located in the sound room to the right as you face the pulpit.
 - f. Pull down the gold handle of the rolling door for the amplifiers.
 - g. Pull down the 2 gold handles of the rolling door that covers the mixing console.

CONGRATULATIONS!!!

YOU

have recorded another fantastic service.
REMEMBER you are not the only one who will
listen to the CD. The improved quality of the
service recordings will become evident with
increased sales, and increased comments!