



**FLATIRONS**  
COMMUNITY CHURCH

## **PROPRESENTER TRAINING**

Version 4 – Current as of July 2023

**“As each has received a gift, use it to serve one another,  
as good stewards of God’s varied grade”**

1 Peter 4:10

## TABLE OF CONTENTS

<b>Overview Items:</b>	<b>Page Number:</b>
Overview of Production Team Positions.....	4
ProPresenter & Teleprompter Operator Call Times.....	10
 <b>ProPresenter (CG1/CG2) Operator Items:</b>	
Primary Responsibilities.....	12
Terms & Helpful Information.....	12
ProPresenter Calls.....	13
ProPresenter 7 Software Overview.....	14

## OVERVIEW OF PRODUCTION TEAM POSITIONS

### **VIDEO DIRECTOR**

**Leader of the weekend video team**—Assistant Director, Shaders, ProPresenter Operators and Camera Operators. Responsible for executing all cuts, dissolves, graphics, video playbacks, and transitions (using the video switcher) throughout weekend services as it relates to the image magnification (IMAG) side screens and Online Broadcast experience

Supervisor: Staff

#### Responsibilities Include:

- Leading the weekend video team and assisting in the oversight and troubleshooting of video equipment
- Cutting the video for the IMAG Side Screens & Online Broadcast
- Reviewing game film with the video team between services, to encourage the team and improve for the next service
- Connecting with all volunteer ops before services to discuss expectations for service flow and technique

#### Summary:

“I lead my ops to cut a distraction-free service, enhance the room experience, and provide an environment where people can bump into Jesus.”

---

### **ASSISTANT DIRECTOR (AD)**

Assists the IMAG Director and Broadcast Director by keeping track of upcoming service elements. Announces important moments throughout worship and the teaching, including but not limited to: countdowns, transitions, and song sections (intros, solos, breaks, leads, etc.). Assists in preparing cameras for pre-determined shots. Drops in the Resi cues.

Supervisor: Video Director / Staff

#### Responsibilities Include:

- Announcing cues, transitions, song sections (intros, solos, breaks, leads), etc. for Directors
- Guiding cameras to important shots, especially during worship
- Dropping in RESI cues for Campuses

Summary:

"I keep the directors and camera ops on track in the moment and drop RESI cues to unite the campuses."

---

**BROADCAST PRODUCER**

Responsible for starting/stopping/monitoring streams (Lafayette lobby, church website, Facebook, & YouTube), recording devices (KiPros & Helos), and helping the Broadcast Director when needed. Coordinates with Broadcast Director, Broadcast Audio Engineer, and Lobby Audio Engineer, and the Communications team to keep everyone on the same page.

Supervisor: Video Director / Staff

Responsibilities Include:

- Hitting "Record" on KiPros and Helos
- Monitoring the RESI Events
- Assisting the Broadcast Director when needed
- Timing and speed of work is preferred
- Trim and Upload videos throughout the morning
- Play videos from CG4

Summary:

"I produce the online experience by keeping the streams up, playing content, and coordinating among the Broadcast team."

---

**CAMERA OPERATOR**

Obtains shots for the Video Directors, which will be used for IMAG Side Screens, Livestreams, and Recordings. Operates stationary (stick), dolly-mounted, jib-mounted, and mobile cameras for worship and message during the weekend services.

Supervisor: Video Director / Assistant Director / Staff

Responsibilities Include:

- Capturing various kinds of video shots of on-stage band members and pastors, as well as the occasional room event such as Baptism. See “Most-Used Camera Shots” section for the types of shots.
- Controlling and monitoring focus, shot composition, and movement
- Mobile camera operators only: Wearing dark-colored clothing to maintain a minimally-distracting presence on stage and obtaining shots by using their bodies as a gimbal
- Stationary operators only: Muting and minimizing usage of personal electronic devices which could cause distractions in the auditorium

#### Summaries:

- Sticks (centerline) – “I capture centerline shots of what’s happening in the room so that people in the back and online can experience it.”
- Sticks – “I back up the centerline camera by capturing what’s happening in the room so that people in the back and online can experience it.”
- Dolly – “I capture shots through the crowd to help viewers feel immersed in the environment.”
- Mobile – “I capture b-roll shots to enhance the energy and show the details of what’s happening on the stage.”
- Jib – “I am the eyes for the people outside the room. I capture big moments to enhance the online experience.”

---

### **SHADER**

Monitors and adjusts ISO and framerate using Remote Control Panels (RCP's).

Supervisor: Video Director / Staff

#### Responsibilities Include:

- Maintaining consistent exposure across all cameras
- Adjusting framerates for message (59.94 fps) and worship (23.98 fps)

#### Summary:

“I help make transitions distraction-free. I make the cameras look and feel consistent with exposure.”

---

### **PROPRESENTER (CG1 and CG2)**

Responsible for the presentation of graphics, character generated (CG) content, backup video playback, lyrics, scripture, and message notes during the weekend services. Must be able to follow along and move quickly.

Supervisor: Video Director / Staff

Responsibilities Include:

- Cueing director(s) of upcoming screen graphics, scripture, and message notes
- Reviewing lyrics, scripture, and message notes for spelling and proper phrasing
- Presentation of lyrics, scripture, and message notes on all screens, confidence monitor & TV / LED
- Firing backup videos and graphics during weekend service and, if necessary, running backup lyrics manually
- Following and advancing slide for Teaching Pastor
- Practicing Slides with Teaching Pastor

Summary:

"I backup the Teaching Pastor and Worship Leaders with graphics and lyrics so the content displayed may enhance the worship experience."

---

**Teleprompter (CG3)**

Responsible for presenting the Teaching Pastor's teleprompter or bullet points during weekend services. Maintains real-time synchronization throughout the message, follows along, moves quickly, and staying focused are essential skills.

Supervisor: Teaching Pastor / Video Director / Staff

Responsibilities Include:

- Being prepared to advance slides or run a teleprompter during rehearsals and weekend services
- Making edits to the script
- Troubleshooting software & hardware issues

Summary:

"I have the presenter's back with their script. I keep up with them and make them feel supported."

---

### **Video Engineer**

Responsible for troubleshooting video equipment during services.

Supervisor: Staff

#### Responsibilities Include:

- Having technical knowledge—on both hardware and software levels—of tools such as: MacOS, ProPresenter 7, Pro Video Player, cinema cameras, RCP's, communications equipment, video switchers, video routers, and overall infrastructure.
- 

### **Stage Manager**

Responsible for starting services and coordinating timing with the band. Works closely with Teaching Pastor, Worship team, and Production leads.

Supervisor: Staff / House Audio Engineer

#### Responsibilities Include:

- Changing batteries in mics and belt packs
  - Gathering and sending the Worship team out to the stage
  - Timing of service elements
  - Bringing out a stool, water, and props for the message
  - Raising & lowering LED wall when necessary
- 

### **Lighting Operator**

Operates the pre-programmed light show for the services—during worship and the message. Also responsible for controlling the back-screen graphics and visuals.

Supervisor: Staff

#### Responsibilities Include:

- Hitting the “go” button
- Making changes to programmed sequences when necessary
- Appropriately timing the lighting



### **House Audio Engineer**

Mixes the audio for the auditorium from Front of House (FOH) booth. Communicates with Video Director, and the Lighting Operator, regarding important moments, transitions, and video playbacks throughout the services.

Supervisor: Staff

#### Responsibilities Include:

- Mixing audio for the auditorium at the Lafayette Campus
  - Managing the Teaching Pastor's microphone
- 

### **Broadcast Audio Engineer**

Mixes the audio for the broadcast stream, which goes to the website, YouTube, and Facebook. Communicates with the Broadcast Producer and Broadcast Video Director regarding important moments and transitions throughout the service.

Supervisor: Staff

#### Responsibilities Include:

- Mixing audio for the livestreams
  - Communicating with the other members of the Broadcast team to polish the experience for remote listeners
-

## SHADER OPERATOR CALL TIMES

### **Production Call Time is Sunday @ 6:30 AM:**

- Check in and let your leaders know you've arrived.
- Boot up your computers if they're not already on.
- Read through the slides to check for spelling or grammatical errors. Make sure it all reads correctly with Bible verses (Book Chapter:Verse - Matthew 4:12)
- Make sure all picture, videos and graphics are playback correctly and are not pixelated.

### **Pre-Service Meeting (7:00 AM):**

- Be on headset by 6:50 AM to check in with the video director.
- Pay attention during this meeting and ask any questions afterward. Keep comms clear.

### **Dress rehearsal (7:05 AM):**

- ProPresenter: Watch the lyrics during Worship. Be prepared to take over and run them manually if MIDI/timecode fails.
- ProPresenter: Coordinate with the Directors to display content at the appropriate times during the Teaching Pastor's Message.

### **Between dress rehearsal and 1st service (8:15 AM):**

- ProPresenter: Cut slides or make alterations as directed by staff.

### **1st service (9:00 AM):**

- ProPresenter: Watch the lyrics during Worship. Be prepared to take over and run them manually if MIDI/timecode fails.
- ProPresenter: Coordinate with the Directors to display content at the appropriate times during the Teaching Pastor's Message.

### **Between 1st and second services (10:25 AM)**

- ProPresenter: Cut slides or make alterations as directed by staff.
- Production Team Devotional

### **2nd Service (11:00 AM)**

- ProPresenter: Watch the lyrics during Worship. Be prepared to take over and run them manually if MIDI/timecode fails.
- ProPresenter: Coordinate with the Directors to display content at the appropriate times during the Teaching Pastor's Message.

**After the 2nd Service:**

- Clean up your area.
- Free to go.

## PROPRESENTER TRAINING

---

### PRIMARY RESPONSIBILITIES

As a ProPresenter Op, you are currently responsible for most of the content shown during the service. Please do the following:

- Arrive on time and communicate if you will be late.
- Annotate your script. Consider using different colors for graphics, videos, Scripture references, Message notes, etc.
- Run the lyrics during the band's rehearsal for practice.
- Verify that lyrics are being sent to the screens.
- Run message slides for the Teaching Pastor.
- Announce the appropriate cues over the Comm channels (covered later in this packet) as content needs to be displayed. Communicate actively with the IMAG director and Broadcast Director to execute the service smoothly.
- Ask questions when you require clarification.
- Be flexible and adapt to sudden changes if any are necessary.

### TERMS & HELPFUL INFORMATION

**Tally light:** The little box on top of the computer monitor. The light turns red when your content is live in the auditorium or somewhere else.

**Master/Slave:** One computer controls another computer. CG2 is the master, and CG1 is the slave. When you press the spacebar on CG2, it will trigger CG1 to play videos, graphics, and advance lyrics.

**Midi Trigger:** A note that is sent digitally from one computer to another. It is capable of triggering lyrics, advancing slides, or starting a video.

**Playing a video:** While playing back a video locally on CG2, avoid touching the keyboard; you do not want to stop the video once it has started.

**X-Keys:** A custom keyboard we can use to prevent double-tapping and unwanted clicks

## PROPRESENTER CALLS

You are responsible for communicating with the IMAG Director and Broadcast Director to prepare them for upcoming content as it needs to be displayed. These are the standard calls to announce:

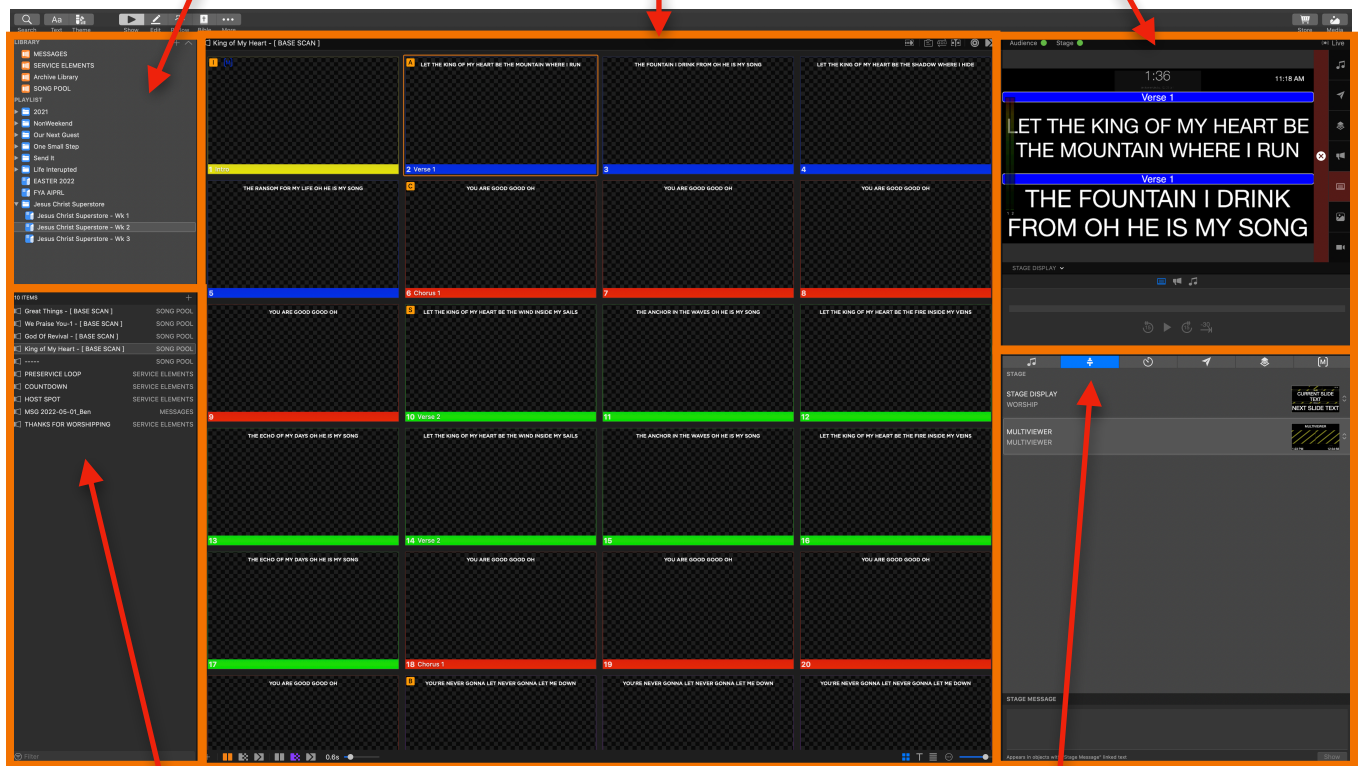
<b>Slates</b>	<b>Message Notes</b>	<b>Graphics &amp; Lower Thirds</b>	<b>Videos</b>	<b>Scripture Roll</b>
READY Slate	READY Key	READY Graphic	READY Video	READY Scripture Roll
Slate IN	Key IN	Graphic IN	Video IN	Scripture Roll IN
Slate OUT	Key OUT	Graphic OUT	Video OUT	Scripture Roll OUT

# PROPRESENTER 7 SOFTWARE OVERVIEW

Library & Playlist

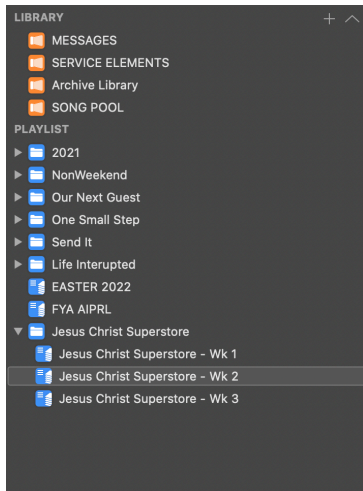
Main Window

Preview Window



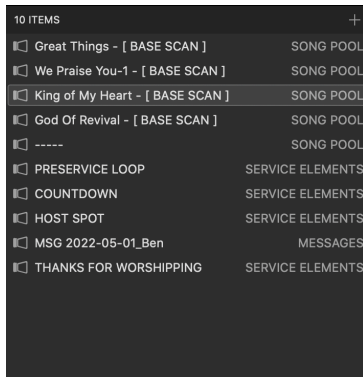
List of Service Items

Output Layout Configurator



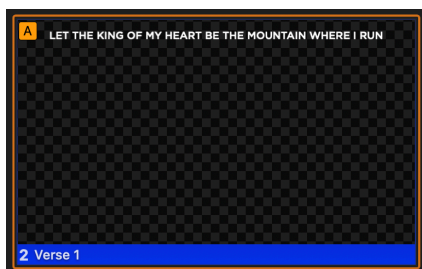
Libraries are user-defined categories for organizing all the digital content resources that belong to ProPresenter. You do not normally need to interact with libraries.

Playlists are user-defined collections of digital content items. Typically, each event—such as a Sunday service—has its own playlist. All the worship songs, videos, and graphics that will be used throughout the whole service are inside the playlist.

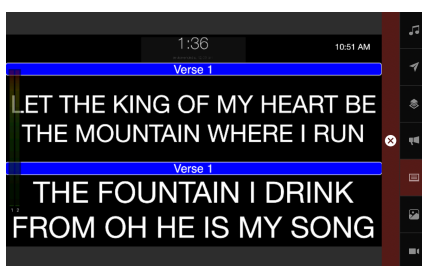


This window shows the list of all digital content items that are part of the selected library or playlist.

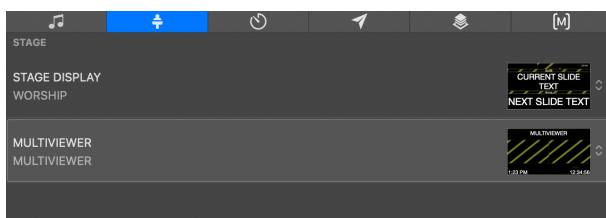
For a Sunday service, this includes all worship songs, videos, graphics, and message notes.



This orange box encloses whichever slide is live. The orange letter in the top, right-hand corner is called a “hot key” and allows you to quickly jump to different sections of a song. The label at the bottom indicates the part of the song of which the slide is a part.



The preview window shows exactly what ProPresenter is outputting.



The Output Layout Configurator changes the way ProPresenter organizes content on its output.