



FLATIRONS
COMMUNITY CHURCH

SHADER TRAINING

Version 1 – 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

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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.
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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
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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.
- Make sure you see ALL cameras on monitors. Cameras 2, 3, 4, 5, 8, 9 should already be up, make sure to check for Cams 6 & 7 once the operators power them on
- Then make sure to press SHIFT (bottom-left white button) + Cam Source (top left white button) to make sure the corresponding Cameras are on each individual RCP
 - Left Panel should be Cams 1, 2, 3, 4, 9 (in that order)
 - Right Panel should be Cams 8, 5, 6 & 7 (in that order - Cam 6 & 7 are COMBINED on far right RCP)
- Check to make sure the dial works to switch from 23.98 (Worship) to 59.94 (Message) (Image of Shader Console and location of dial is below)

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):

- Make sure all Cams are set in 23.98 for Worship
- Make sure to listen to Director and AD on what Cameras need to have their ISO adjusted throughout worship and message.
- Listen for Director to tell you when to switch Cams to 59.94 for Message

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

- Keep cameras on the 23.98 setting for Worship in the 9 AM service
- Check each ISO stick to make sure the RCP's are still working properly

1st service (9:00 AM):

- Make sure all Cams are set in 23.98 for Worship
- Make sure to listen to Director and AD on what Cameras need to have their ISO adjusted throughout worship and message.
- Listen for Director to tell you when to switch Cams to 59.94 for Message

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

- Keep cameras on the 23.98 setting for Worship in the 11 AM service
- Check each ISO stick to make sure the RCP's are still working properly

- Communicate any issues with Director and AD
- Production Team Devotional

2nd Service (11:00 AM)

- Make sure all Cams are set in 23.98 for Worship
- Make sure to listen to Director and AD on what Cameras need to have their ISO adjusted throughout worship and message.
- Listen for Director to tell you when to switch Cams to 59.94 for Message

After the 2nd Service:

- Clean up your area.
- Make SMALL monitors in front of you are off by pressing the power button
- Free to go.

SHADER TRAINING

PRIMARY RESPONSIBILITIES

As a Shading Op, you are currently responsible for making sure that all Cameras are shaded properly for maximum resolution and clarity:

- Arrive on time and communicate if you will be late.
- Make your position your own by finding most comfortable way for you to operate the equipment
- Verify you see all Cameras on monitors on the wall when you arrive
- Check ISO stick on each RCP for proper function
- Check Frame Rate dial on each RCP to make sure it is operational
- If any issues, let the Video Engineer, Director and/or AD know immediately
- Ask questions when you require clarification.
- Be flexible and adapt to sudden changes if any are necessary.

TERMS & HELPFUL INFORMATION

RCP (Remote Control Panel): Panels that control each cameras ISO and Frame rate. There are 5 panels on each SKAARHOJ Shader.

ISO: The cameras' sensitivity to light. Displayed in numbers such as 100, 200, 400, etc. Control by the joy stick on the RCP (ISO number is on LCD screen on the joy stick). The higher the number, the brighter the picture.

Frame Rate or FPS: The measurement of how quickly a number of frames appears within a second. We use 23.98 FPS for Worship and 59.94 FPS for the Message. This is controlled by the bottom right black dial of the eight located on the top of each RCP.

SHADER CALLS

You are responsible for listening to communication from the Director or AD throughout each service to make sure that the cameras are shader properly for optimal viewing. Communicating any issues with the Video Engineer, Director and/or AD is crucial to your position. These are standard calls to listen for and the correct way to apply them:

Calls	Action
Cam # is too dark	Push UP on ISO Stick
Cam # is Too Bright	Push DOWN on ISO Stick
Switch to 60 (Message)	Turn FPS Dial to the RIGHT for 59.94
Switch to 24 (Worship)	Turn FPS Dial to the LEFT for 23.98

SKAARHOJ SHADER OVERVIEW

