

Broadcasting: Apple

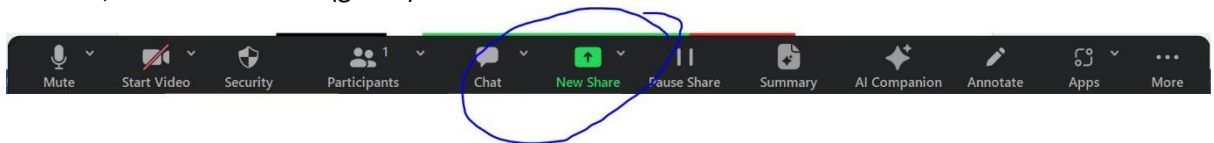
Our broadcasters are an essential part of our serving team at Holy Hermits Online. They offer their computers, and tech skills so that all participating in a service can have a shared experience of the liturgy through the “screen share” function on Zoom. They also move us between the slideshow liturgy and the YouTube Music so that we can sing or listen together. Here are some tips for our broadcasters to help get started. You can also see a few alternative ways of broadcasting in the Broadcaster Tutorial Video.

Before day of Broadcasting:

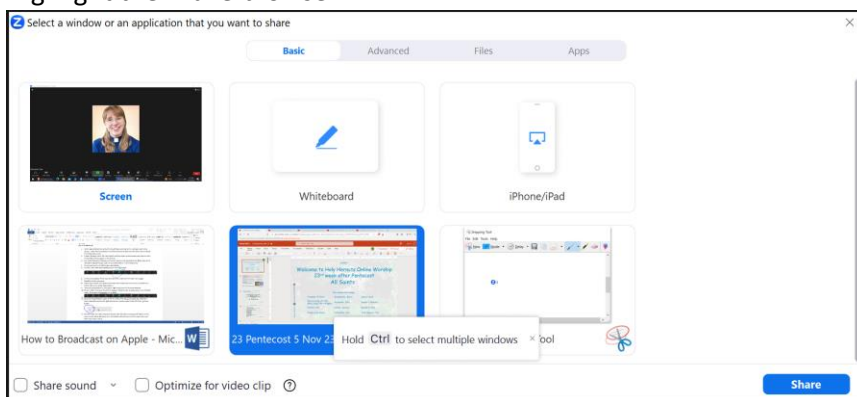
1. Download Brave browser: <https://brave.com/>
2. Go through browser set up following prompts (no need to approve any of the extra settings).
3. Practice broadcasting before a service to make sure apple pop ups have been processed (E.G audio controls)

Day of Broadcasting

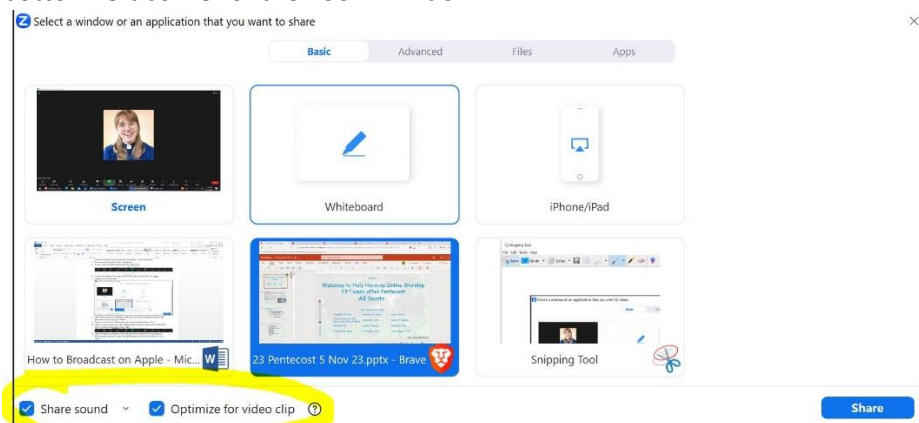
1. On the day of the service access the cloud liturgy via email sent or calendar event notes section – copy that link and paste into Brave browser or right click and select ‘open in Brave’ from drop down menu.
2. In Brave browser select URL links from PowerPoint slides for videos and paste into new tabs (in the order as they appear in the service).
3. Join Zoom from your computer and another device using the worship link (from send out or calendar invite) (don’t join audio on your extra device – it will create echo)
4. You can turn your video off on your extra device.
5. In Zoom, select New Share (green) button from the centre.



6. In the Zoom window, which pops up mid-screen, make sure the ‘basic’ tab is open.
7. Highlight the Brave browser:



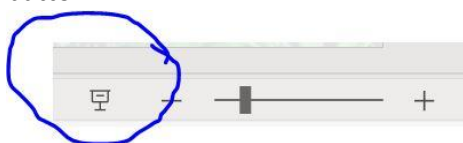
8. Select 'share sound' and 'optimize for video clip' so that these two boxes are ticked in the bottom left corner of the Zoom window.



9. Then press share button in the bottom right hand corner of the Zoom window.
10. Once in screen share you may like to drag your Zoom tool bar to where you are comfortable with it. (it can go to the bottom, top or sides)



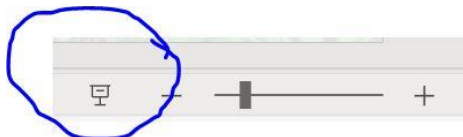
- 11.
12. Start in the PowerPoint browser at the first slide of the liturgy and press the 'slideshow' button located in the bottom right-hand corner of the browser to the left of the -(minus) button.



13. Move between the slides using the click function, left side arrow on your keyboard, or the arrow control which will come up in the bottom left-hand corner of the screen when you hover your cursor near it.
14. At the first song/video, press escape button on your keyboard to exit slideshow.
15. Select the video tab and maximise the YouTube video using the 'fullscreen' button



16. Press play on the video – make sure volume is turned all the way up and closed captions are turned off
17. At the end of the song, make sure that it is paused (if 'auto-play' is turned off it should automatically do this) and select 'exit fullscreen' button or use escape key.
18. Click back to the PowerPoint tab and enter slide show again using the 'slideshow' button.



19. Exit slide show at the sermon and sit back and relax until the preacher has handed back over to the serving team.
20. Enter screen share again using the methods listed in steps 5-8.
21. At the end of the service exit screen share and give yourself a pat on the back!

Handy hints:

Don't forget that the backup broadcaster person is there to help if you need them to take over or give you a hand.

Go slow – it feels a lot slower to you when you are broadcasting, than it does to everyone else and there is no need to rush.


And at HHO it's not about getting it right, it's about being together!

Thank you for offering your ministry gifts in our community. We are the richer for having you with us and bringing your skills to God in our midst.

May you feel truly blessed and supported by the Holy Spirit, and don't forget to breathe.

Broadcasting a contemplative service:

1. The first YT vid is just for background sound in the before space 15min prior to start time.
2. Set up as usual with screen share, making sure 'share sound' and 'optimize for video clip' selection boxes are ticked.
3. Play the YT vid and then switch visual to the first screen of PPT which has (Welcome we arrive in silence) on it, so that ppl joining in know that they don't have to unmute and say hi. The music from the YT should be audible even if the view is not on it.

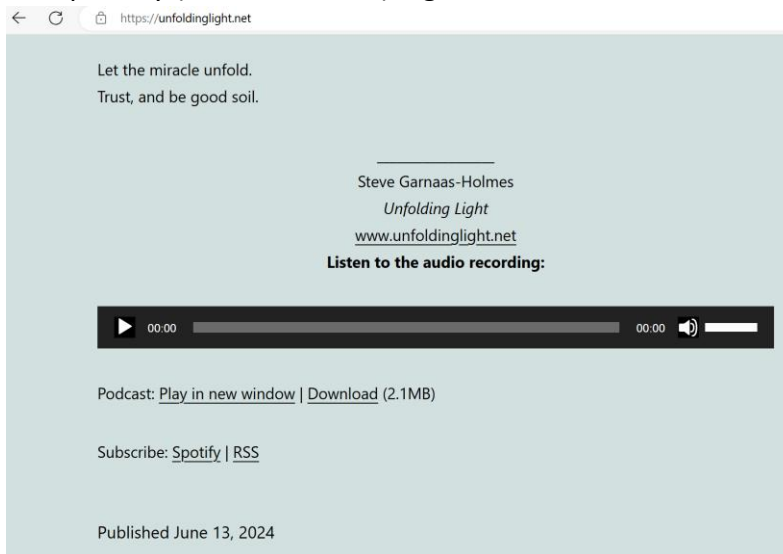


Leader: Jeremy	Service Prep: Contemplative Team	Cantor: Leonie
Broadcaster: Barry	Reader: Vanessa	Tech support: KA

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4. When 6.00pm rolls around pop back to the YT screen and pause the music. (Can either come back and play from here for the after space or have a 2nd tab of this open on the end of the tab list)
5. Return to PPT and run through as usual. (Above)
6. If poems are included the leader may read them out loud or they may be an audio from another website (or both) - they will prompt this clearly, so it's good to have it

set up ready (like it's a YT vid). Eg:



- At end of PPT switch back to YT and leave it run for 15mins (or however long you would like to linger) the visual can be the video if there are nice images/vid material. If it is just an album cover or static image you might choose to feature the final slide of the ppt which has a QR code to our app.

The slide features a background image of white flowers on dark branches against a blue sky. The text on the slide includes:

- Leader:** Thank you to our servers who have made our service possible and thank you all who have been here in this space.
- Our Next Contemplative Service is Prayer with St Benedict on the 28th of July.
- Please feel welcome to linger, or pop a message in the chat and go when you are ready. Some music will play to hold any who stay.
- A central box with the text "Scan to download the app" and a QR code.
- At the bottom right, it says "Everyone mutes".
- At the bottom left, it says "Closing music: Beautiful Instrumental Hymns <https://youtu.be/xcXOtTcXGvo>".
- At the bottom right, there is a small logo for "HOLY HERMITS ONLINE".

A prayer to say before Broadcasting:

Loving God, please fill me with your Holy Spirit so that I may embody your presence as I serve as broadcaster today. Thank you for the gift of technology which I employ in your service and in community. Thank you for all others serving alongside me in tech roles, our Zoom Buttons and Chat host and especially my back-up broadcaster. Bless their ministries alongside my own so that we may serve you to the full. In the name of Christ, Amen.