
HOLY HERMITS ONLINE

What is this fantastic behind the scenes role all about?

In our digital space we prepare our liturgy for sharing on slides, using a range of resources from *A Prayer Book for Australia*, Roots on the Web, Ecumenical resources and Seasonal materials as well as including the influence of our Holy Hermits in our worship and contemplative spaces.

The preparation of these slides takes time and devotion and is a beautiful ministry for those who may wish to offer their gifts in a behind the scenes kind of role.

In the weeks prior to a service our team of wonderful volunteers put things together into a power point presentation, formatted and shaped before sharing with our proofreaders so that we can draw all these elements into a cohesive experience of liturgy.

Here are the steps involved in drawing the services together, which are explored in greater detail in our Video Tutorial.

Getting started

Format tips

- Comic Sans
- Size 24 (min 20)
- 1.5 line spacing where possible
- Rubrics (instructions and guidance of who's doing what) in liturgical colour - found on Epray (also listed on roster)
- Keep words from touching the edges of the screen
- Edit prayers from roots if they are not seasonally flexible (i.e. reference seasons in northern hemisphere only)
- Use neutral pronouns for God where possible E.G. His Kingdom > God's Kingdom - Father > Creator

Colours of rubrics

- Depending on the season, the text not said by leader or cantor, will be the liturgical colour, which features on Epray calendar or in the roster title
- Liturgical Colours:

Green = Ordinary time (Sundays after... Epiphany and Pentecost) > Evergreen = everlasting life

Purple = Advent > Lent > Preparation and Penitence > when we get serious

Rose = Gaudete and Laudate Sundays > 3rd Advent > 4th Lent > a Refreshment during penitential season

Red = Ember days > Saints and Martyrs remembrance > Symbolises blood of sacrifice + Holy Spirit

White = Christmastide and Eastertide > Celebration seasons > Can use blue as well as gold text

Downloading what you need

Go to Shared Folder and find the needed service

- If you are creating next week's service
 - In the services folder
 - find a recent week's service or use the Master Service Document

- open in browser
- download a copy of this service (can work on the service in your browser before uploading to 'Budding services' folder)
- change folder to Budding Services
- upload the service with the new week's name, ensure the date of the service is included
- if you are continuing an edit of an existing service
 - open the service from the Budding Services folder in browser

General Adjustments

- Opening Slide
 - Adjust the lectionary title if needed (i.e 'Welcome to worship for the 23rd Week after Pentecost)
 - Add the Holy Hermit and link to their page ('We are remembering Holy Hermit ____ today')
 - Use the "Insert" menu option to add the link to the website
 - Add rostered names into the serving table from the live roster doc (in Weekly Worship Service Prep folder)
- Hermit slide:
 - Summarize Hermits story (about 100 words) try and make it entertaining J
 - Can insert picture of Hermit too
- All Hymns/Videos/Songs
 - Your music selector might have already sent you the music, in which case you can go ahead and insert the links and titles into the relevant slides throughout, or if still awaiting the music selection, you can just make sure that the formatting is ready for the next steps.
 - Check video for
 - availability (has it been removed, or made unavailable since original curation?)
 - overall message (is it more suited for a specific week of the church seasons or Hermit)
 - Change name of hymn on the slide
 - Insert YouTube link using the Insert menu - raw URL link from the YouTube 'share' button (instead of embedded or hyperlinked title) is preferable for easy access for broadcaster.
- Intercessions
 - Thanksgiving prayer – Thanksgiving prayer from Roots on the Web
 - Update list of names from last week (if known) or leave as is
- Pray Daily Cycle of Prayer
 - Weekly Worship Services Prep folder > Pray Daily Folder
 - Find current month
 - Find relevant date and copy paste into service
 - Adjust formatting so each item is on separate line
 - Delete surnames from listed people
- Devotions
 - Remove old information
 - Choose a new image/artwork from our [Padlet board](#) (or create your own How to here: [Digital Faith Artists | Ministries | Holy Hermits Online](#))
 - Add prayer or poem or something provided that might be seasonal (E.G [Season of Creation](#))
- Notices
 - Keep any notices still valid
 - Remove out of date notices
 - Visit the [Events](#) page on the website to see what is coming up and share info
 - Insert Serving roles table for next week

Roots on the Web Sourced Information

To keep in mind: Some words might need to be altered to represent collective language (i.e., from 'me' to 'us')

- Gathering Invitation and Prayer
 - Call to Worship prayer (light text)
 - Gathering Prayer (bold text for all)
- Prayer
 - Roots on the Web > Prayer of Approach
 - Bold for all text
- Prayer of Adoration can be used for devotions slide
 - Roots on the Web > Prayer of Adoration
 - Bolden response lines as needed
- Sending Prayer
 - Sending Out Prayer

ePray Sourced Information

- Sentence
- Collect
 - Prayer of the Day
- Confession
 - Introduction to confession may change with the season (make sure the absolution has "If no priest present this slide is skipped")
- Readings & Psalms
 - Use primary unless otherwise directed, even if the "Gospel Related Alternative" is "nicer"
 - Copy and Paste reading into place, and edit to remove any extra lines
 - Font should be at least 20 size, with 1.5line spacing (can go over as many slides as needed adding "continues" down the bottom so the reader knows it isn't finished)
 - On the Home tab, find the three dots that give "More Font Options" and use the "Superscript" option to make the verse numbers smaller and raised. (Optional, although it does make things look nice)
 - Adjust the two lines where the bible passage is mentioned (top and bottom of slide)
 - Duplicate slide if reading is too long to fit on a single.
 - If duplicating, remove the top line from the second slide, and the bottom line from the first slide.
 - If the slide had been duplicated in the past, copy the bottom lines from the second slide and paste into the first slide, and delete the second slide.
 - With the Psalm - bolden either
 - alternate verses
 - or half verses - find the colon: in the middle of the verse and bold after this
 - switch it up occasionally, keep people on their toes *grin*
- Blessing
 - This is seasonal and can be found from the bottom of the page on Epray OR

The peace of God which passes all understanding keep your hearts and minds in the knowledge and love of God, and of God's Son, Jesus Christ our Lord; and the blessing of God almighty, the Father, the Son, and the Holy Spirit, be upon you and remain with you always. Amen.

- Make sure the slide has at the top ("If no priest present this slide is skipped")

Extra tips:

You may like to listen to some of the chosen music while you are preparing the liturgy if it has already been sent to you or find some instrumental hymns or contemplative chants to have on in the background playing on YouTube.

When finished service prep, you can email your proofreader to let them know that it is ready to be checked.

Services are to be prepared by the weekend before they are needed, as often they are sent to the guest preacher to aid their preparation for their visit with at least a week's lead time.

A prayer to say before beginning service prep:

Loving God, as I build this liturgy please fill me with your Spirit so that I may encounter you in all I do. Thank you for the gifts shared in our community in these behind-the-scenes roles and for my proofreader who will engage alongside me in this role. Please bless all who will gather and engage with this service so that they come into closer relationship with you. Thank you for calling me to be part of this. In the name of Christ, I pray. Amen.