

Live Service Controller

JOB DESCRIPTION

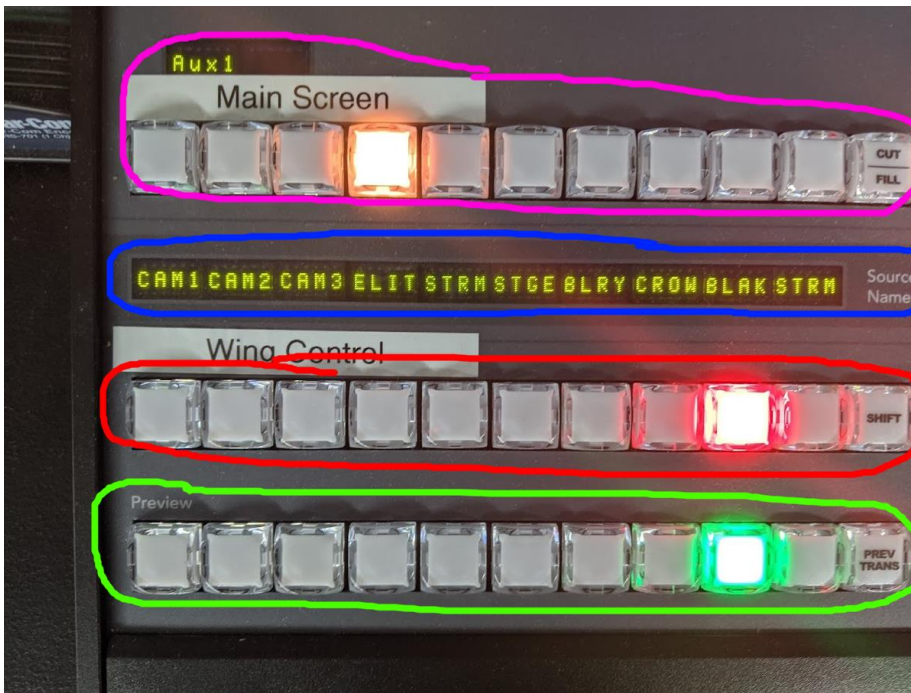
This person is responsible for running the Proclaim on ELITE (in the physical room) - the bible verses, and song lyrics. This person also switches the main screen & wing screens between streaming and **ELITE**. Must know how to operate Proclaim as well as **SCARAB**, and how to troubleshoot.

SERVICE NAMES

Live – the service that is happening in the actual, physical room

Stream – the service that we send out

THE SCARAB – The live service switchboard



INPUTS

CAM1 – center camera

CAM2 – camera on YOUR left

CAM3 – camera on YOUR right

ELIT – LIVE Proclaim

BLAK – black screen

STRM – the streaming signal

BLU – The Blu-ray player

STGE – the input on the stage

CROW – the input in the crows nest

PROG – the program (for use only with AUX1)

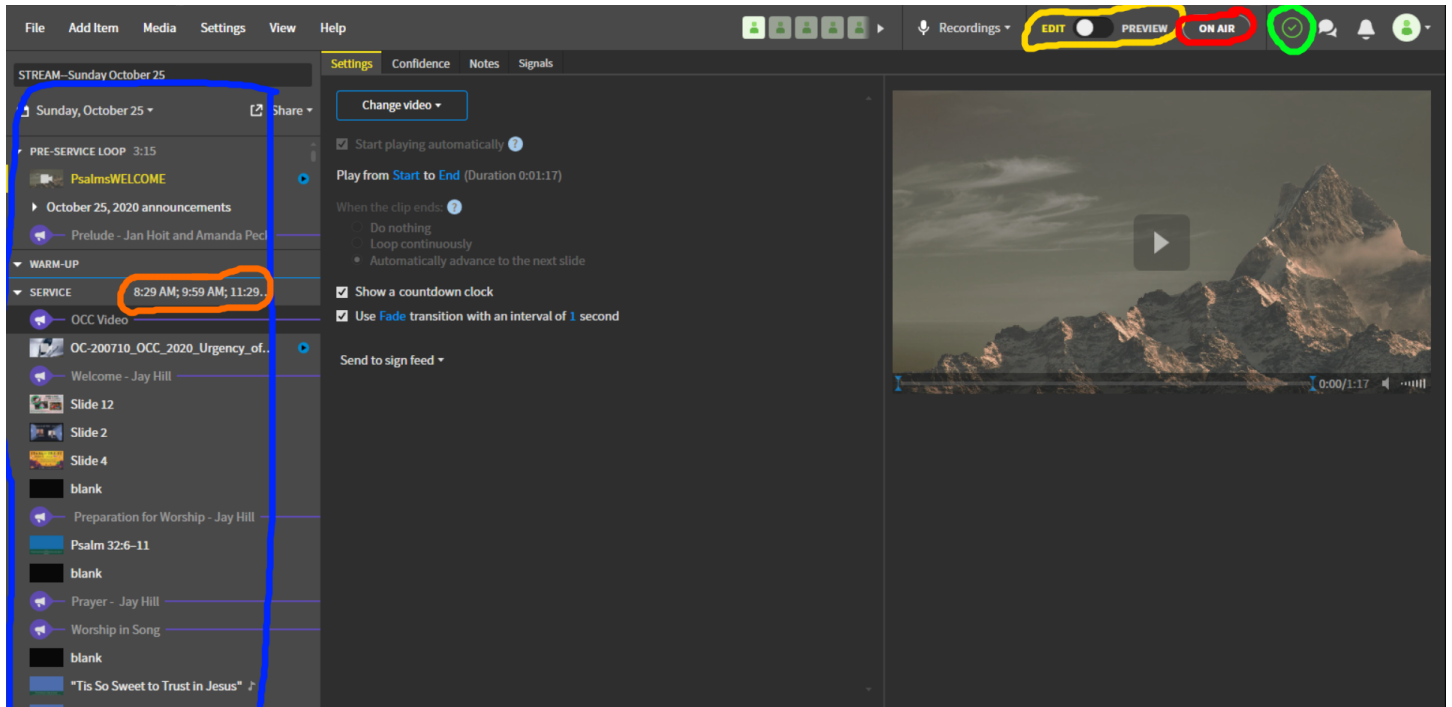
OUTPUTS

AUX1 – the main projector

PREVIEW – What's coming up next in the wings

PROGRAM – what's currently live in the wings

PROCLAIM – Our presentation software



Service Order – this is the list of everything happening in the service

Service Times – this is the time the service will start. It changes based on if there is a video, or to match with the other computer

Edit/Preview toggle – within edit, you can click on slides and edit them. Within preview, if you click on a slide, it will jump to the slide you clicked on

On Air – selecting this will send the presentation out

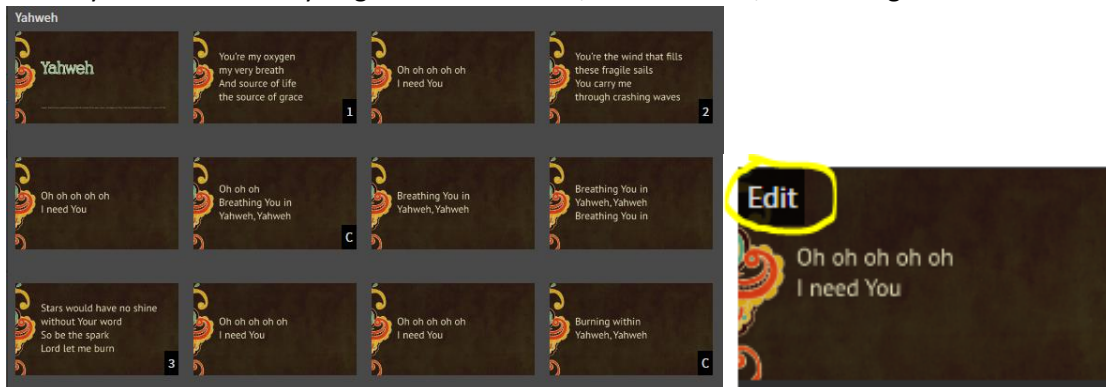
Save & sync – a green checkmark means the presentation is saved. If there are dots, click it to save

RUNNING PROCLAIM

After clicking **“On Air”** to start the presentation, you can navigate the slides in three different ways:

- 1.) Click the slide itself
- 2.) Hit the spacebar (goes to the next slide)
- 3.) Hit forward or backward arrow keys.

You can also click anything within the service order to play it. *Tips - In songs, the lower, right-hand corner will tell you where you are at in case you get lost. C = chorus, 1 = first verse, etc. Change the slides on the last word of the stanza

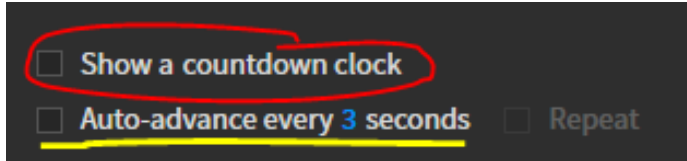


EDITING PROCLAIM

There are some instances when you'll need to make quick edits. If you need to edit mid-presentation, you can either switch the edit/preview switch back, or click **Edit** in the upper, left hand corner of the slide. Don't click the slide itself or it will play it.

Pre-service & Post-Service Loop

anything that is put in these sections will loop automatically until the start time.



Show the countdown clock on a clip by

- a. select the clip (or holding **CTRL** and selecting multiple clips)
- b. In the edit column, click the checkmark next to **Show a countdown clock**

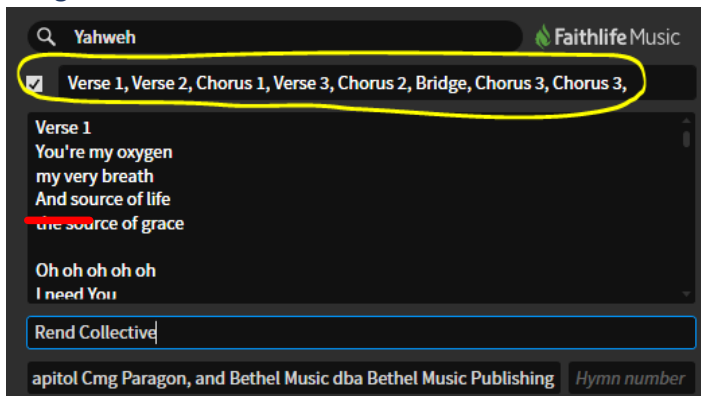
Change the duration of a clip by

- 1.) select the clip (or holding **CTRL** and selecting multiple clips)
- 2.) In the edit column, click the checkmark next to **Auto-Advance**
- 3.) Selecting or entering a number in the dropdown every "3" seconds

Adding Blanks

- a. Right-click a blank and select **Duplicate**
- b. Drag and drop it to the location of your choice

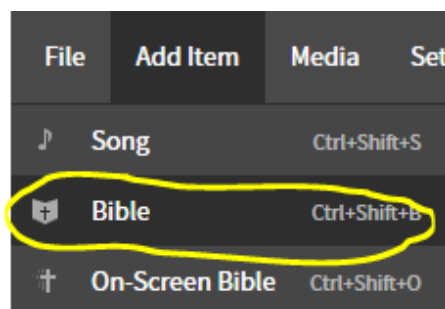
Song Order



Occasionally we need an additional chorus or verse. Select the song and add it in the song order.

ADDING BIBLE VERSES

Add Item → Bible



Add the **reference**. Then you can change the **bible version**, **layout setup** in the edit column. You can change the overall appearance by changing the **style** or adding **Smart Media**

The screenshot shows the software interface for editing a Bible passage. At the top, there are tabs for 'Passage', 'Notes', 'Confidence', and 'Signals (1)'. Below these are font settings for 'Museo Sans' and 'Normal' style, with a font size of 45. There are also icons for bold (B), italic (I), underline (Tr), and text color (TT). On the right side of the top bar, there are dropdown menus for 'Guides', 'Arrange', and 'Background', along with icons for text alignment and background color.

The left sidebar contains several sections:

- A dropdown menu for Bible versions: **ESV**, NASB95, LEB, HCSB, NIV, and more >. This section is circled in blue.
- The passage reference: **1 Peter 1:13**, with a 'Look up online' link icon. This is circled in red.
- Checkboxes for display options:
 - Show reference on every slide
 - Include verse numbers
 - Show version on every slide
 - Include section headings
 - Include words of Christ in red
- Radio buttons for layout options:
 - Block paragraphs
 - One verse per slide
 - Fully formatted
 This section is circled in red.

At the bottom of the sidebar, there is a preview window showing the text: "13 Therefore, preparing your minds for action, and being sober-minded, set your hope fully on the grace that will be brought to you at the revelation of Jesus Christ." Below the preview is a small toolbar with icons for bold, italic, underline, and text color.

The main area of the interface shows a preview of the text on a parchment background. The text is: "13 Therefore, preparing your minds for action, and being sober-minded, set your hope fully on the grace that will be brought to you at the revelation of Jesus Christ." Below the text is the reference "1 Peter 1:13".