

St John's HowTo No 3:- Recording talks, prayers and readings

Revision 1.03 18-8-2020. Andy Copsey. More info and notes added

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2 See also

See other documents in the St Johns Church series of How To. These can be found in the church sharepoint Projection & Visual subsite here: (Permission needed.)

(<https://stjohnschurch809.sharepoint.com/Projection/Shared%20Documents/Forms/AllItems.aspx>)

These can also be found on the public website (www.benrhydding.org.uk) in pdf format.

As of today 29/6/2020 the following documents exist:

1. How to No1. Zoom meetings
2. How to No2. Recording and streaming tips and tricks for computer audio and video
3. How to No3. Recording talks, prayers and readings.
4. How to No 4. Video Montages
5. How to No 5. Including videos in church service sheets
6. How to No 6. Using OBS for streaming and broadcasting

3 Summary

Since the Covid lockdown started in March 2020 we have been producing a service sheet containing links to videos for songs, sermon and readings etc. This service sheet is distributed to church members using Mailchimp service but is also used as the basis for our Zoom streamed service on the Sunday morning.

Most of the sermons and readings have been local recordings done by the service participants in their own homes.

This document gives hints and tips as to the best way of producing these recordings.

4 The process

1. The video (or audio) is recorded in the persons home environment.
2. It is then uploaded to the cloud by that person.

3. The tech team (me usually) download the video, top and tail it and tweak for best sound quality, lip sync etc.
4. If needed – additional video editing is carried out to add words or other images
5. The cleaned video is then uploaded to the weekly folder on St Johns Sharepoint cloud area and a link created to be added to documents such as the service sheet.
6. If the video is to be kept for future use, a copy is also placed in an archive long term storage area of sharepoint.

4.1 The initial recording – a bit more detail

This can be achieved with something as basic as a smartphone or laptop with built in camera and microphone.

The key to good results is preparation and good lighting. Do a short recording and play it back with a critical eye and ear. It is surprising what you may have missed in the setup.

If you would like to have images, other video clips, readings or any other material included in your talk this is all possible but needs a bit of planning. Talk to the video editor first and then produce a story board listing the bits you want and roughly where in the video they appear. We have available to us a video editing package called VSDC that can make you walk on the moon if needed. It does take time to do that though and a clear plan is essential.

For the basic recording pay attention to the following:

- Lighting
- Your position and how you appear to the viewer
- Any props you need – such as communion items
- The camera position – what it can see.
- Camera support – don't put it on something that shakes or buzzes.
- The background – what's in view, is it distracting?
- Speak up!
- Background noises
- Starting and stopping the recording.

If you are new to this, maybe first try a short recording of no more than 20 seconds and email it to me. I can then give you suggestions as to what to change for the 'proper' recording.

For more detailed information please read **How To No2 Tips and tricks on recording and streaming.**

4.2 Uploading Video files to the cloud

Video files are large and can usually not be sent via email unless no longer than 15-20 seconds. Typically anything over 15MB cannot be sent by email. A five minute video could easily be 200-400MB.

We have created a special upload area in the church sharepoint public area here:

Media needing preparation

(You could use any other method of transferring large files – there is a list of suggestions in How to No 2 document in this series.)

St Johns CofE Anglican church, Ben Rhydding, Ilkley. Yorkshire

www.benrhydding.org.uk andy.copsey@benrhydding.org.uk

You will need your church login to access this area. Eg fred.bloggs@benrhydding.org.uk. If you need help on this or cannot remember your password please contact ItAdmin.

4.3 More on adding additional information to a video

At the video editing stage I can superimpose other information such as moving or still images, add in text references or whole screens of text. This can add another level of complexity and interest to a straight head and shoulders talk to camera. I can put you side by side with yourself – eg a question and answer session. The possibilities are endless.

I can also cut in other videos such as song clips and strip out or add in different sound to any video or image.

Doing this sort of thing can consume significant amounts of editing time so please talk to me when the idea is fresh so we can plan. I should be able to estimate how much time is needed and also tell you what information I need and when by. I am really very happy to do this and will give an honest opinion as to whether it is feasible and as to how much effort is needed.

Do allow plenty of time though! I am unlikely to be able to do significant editing of a video for Sunday if I only receive it in the latter half of the week!

End of document