

# Albuquerque Central SDA Church



## Audio/Visual/Streaming Standard Operating Procedures Sanctuary Computer Operator

### Mission Statement

“So then faith comes by hearing,  
and hearing by the word of God.”

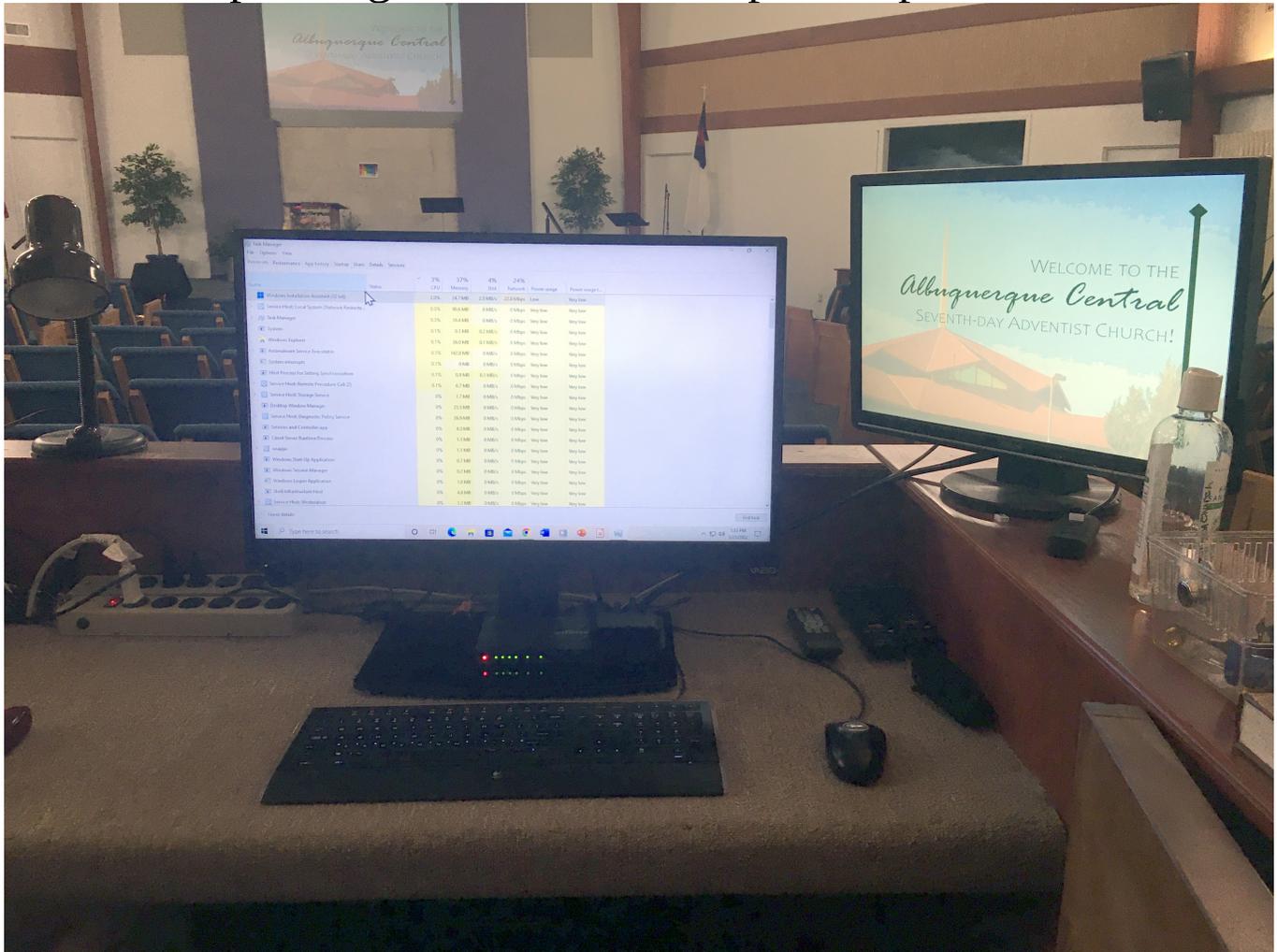
Romans 10:17

### Vision Statement

Do our best to provide God with  
the finest platform to spread His Word

Colossians 3:23 - Mark 13:10

# Standard Operating Procedures: Computer Operator



This position is located in the Sanctuary, on the Baptistry side of the Front of House (FOH) Audio/Visual Booth. The primary job is to coordinate with the Praise Team Leader concerning song and announcement slides and coordinate with the FOH Soundboard Operator with any applicable music for Special Music.

It shall be your responsibility to perform the following...

1. Incorporate the Speaker's PowerPoint Presentation into the existing Church Service PowerPoint file.
2. Download or copy onto the computer, any music or videos that will be required for the service.
3. Assist the Praise Team Leader as needed before, during and after the Worship Service.

4. Ensure the equipment is on and functioning to include all displays and audio inputs to the soundboard.
5. Ensure the last slide is shown throughout the Postlude music.
6. Ensure the equipment is turned off, post service.

In some cases, the Special Music Performers may wish to perform along with a Youtube video. It is recommended NOT to use a live stream from Youtube to provide accompaniment. *This prevents an interruption in the music if the internet lags.* In this case...

1. Copy the URL of the YouTube video
2. Go to 9convert.com
3. Paste the URL into the search box
4. Click Start
5. If the video portion is needed
  - a. Select the required MP4 quality in the Download drop down boxIf only the audio portion is needed
  - b. Select an MP3 quality in the Download drop down box

6. Click Download

*A conversion popup will appear at the top, after conversion,*

7. Click Download

8. Select "Save file" in the Open File dialog box and click OK
9. Close the YouTube page or Web Browser
10. Move the new file from the Downloads folder to the Music Folder
11. Use this file in the Music folder, for Special Music
12. Coordinate with the Soundboard Operator to determine who will start/stop which files.