

Albuquerque Central SDA Church



Audio/Visual/Streaming Standard Operating Procedures Sanctuary Soundboard

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: Sanctuary Soundboard



Presonus 32ai Soundboard

This position is reserved for adult Audio Technicians only. The responsibilities are higher than other positions due to the delicate nature and expense of the equipment.

It is necessary to maintain an awareness of the current situation at all times. You must be alert to who is using or going to use which microphone and when.

As the Audio Tech, you will be required to arrive between 8:30 and 8:45am to prepare for rehearsal. The Praise Team rehearses at 9:00am and Special Music conducts a Sound Check at 10:30am.

There are three main areas that need attention.

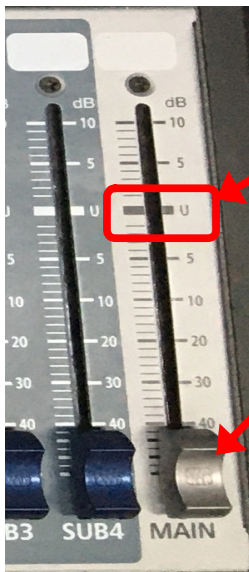
1. Gain/Trim knobs
2. Mute buttons
3. Channel Fader (Volume) and Master Fader (Volume)



Gain/Trim Knob: This determines the amount of signal entering the soundboard.

Mute Button: This activates or deactivates the channel. Think of it as a STOP sign for sound.

Channel Fader: This determines the amount of signal going to the Master Fader



The Unity position: Setting the faders to Unity means the sound is not getting louder or quieter than the sound entering the board.

Master Fader: This determines the amount of signal going to the broadcast computer via the Video Director

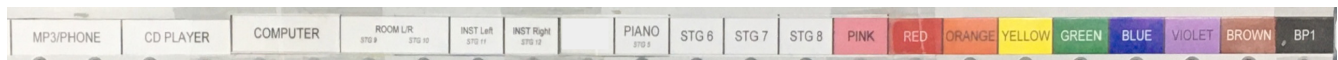
The required operating procedure is to set the faders to the Unity Position, as indicated by the “U”, on each channel used and the Master Bus. Then set the Gain/Trim knobs to a comfortable listening level.

NOTE: *The traditional procedure used by bands and other venues with multiple instruments and vocalists is to “Set a Gain Structure” and then adjust the faders as appropriate. We do NOT use this method here. Reason being, the most “control” over a channel’s volume is at the unity position.*

The goal of this position is to keep the overall volume at a comfortable listening level while ensuring any sung or spoken words are clearly heard.

We use many channels simultaneously during the Praise/Worship songs including the Color Coded Microphones, Piano, Inst Left on stage right and Inst Right on stage left for additional instrument players. *See Channel Strip Lineup.*

Special Music sometimes uses Youtube or MP3 files (from the FOH Computer), CDs or other 2 track music (phones or iPods/MP3 Players). Their Gains are already preset for optimum level, however amateur music recordings tend to play at various volumes.



Channel Strip Lineup

Channels 1 thru 8 are not connected to any sources

Channels 15 & 16 are the Room Mics and are not used for FOH

Channel 19 is the Organ input for the Production Office's soundboard only

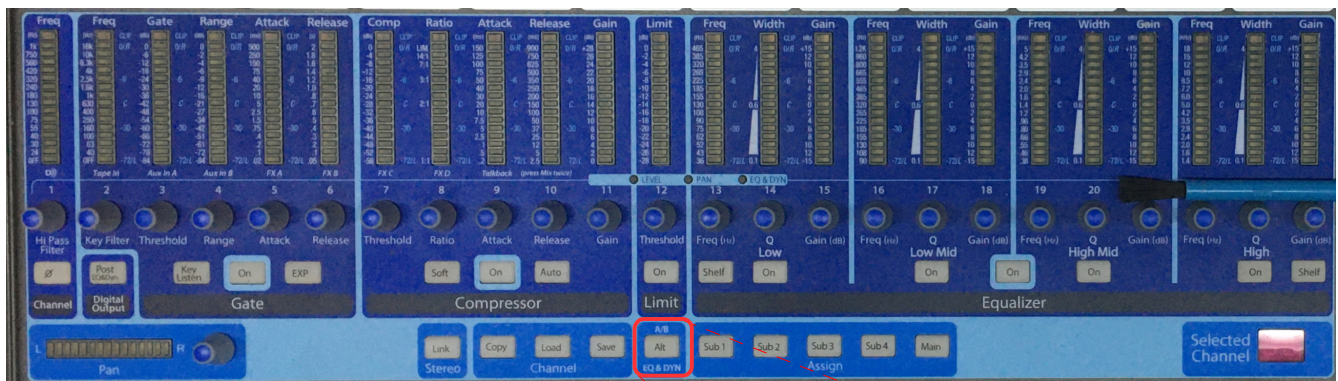
Channels 21 thru 23 are connected to Stage Inputs 6 thru 8 and are not normally used, but still available.

Operation During Rehearsal & Service

The importance of rehearsal is to prepare for the service. It is during this time where the gains should be set to a even level for the vocalist's microphones.

FAT Channel

The most important setting for the Vocalists is the FAT (Frequency, Attenuation and Transfer) channel's Equalizer



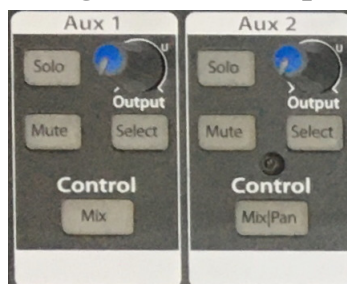
The FAT Channel

All Vocal channels default to a Male Vocalist setting. For Female Vocalists, the “Alternate” channel is required.

Selecting the “Alternate” channel is done by pressing the A/B “Alt” button. When illuminated, the “B” channel is selected.



Auxiliary Outputs (Buses) for Stage Monitor Speakers



We use two Auxiliary (Aux) Outputs (Buses). #1 is for the two Vocal Monitor Speakers located center stage and #2 is for the Instrument Monitor Speaker located on stage left.

During rehearsal and Praise/Worship, both of these Aux Buses must be unmuted.

During rehearsal, the Output Knob should be set to the Unity position.

During Service, the Output Knob should be set to about the 2:30 to 3 O'clock position

Should the sends of the individual channels to the aux bus need to be adjusted, select the MIX button for the Aux Bus.



Auxiliary Bus, Channel Sends

Each encoder will adjust the amount of signal from the channel, sent to the Aux Bus

The Praise Team needs $\frac{1}{3}$ on all Vocal channels and $\frac{1}{2}$ on the Piano

The Stage Left Instrument player needs the $\frac{1}{2}$ Piano, $\frac{1}{2}$ Inst R channel and $\frac{1}{3}$ of all Vocal channels.

When finished, press the MIX button again for the Second page and then again to exit.

Aux Buses 3 thru 6 connect to Stage Box connections 1 thru 4. They are not normally used but are available if needed.

Mute Groups



Using Mute Groups is a faster way to turn on/off multiple mutes. The following list explains each groups use...

1. Mutes all channels & buses not being used
2. Mutes Stereo Track channels (MP3/Phone, CD Player, Computer)
3. Mutes the Instrument Mics L & R
4. Mutes the Piano (and Organ on the Production Office Soundboard)
5. Mutes all Vocal channels
6. Mutes the Speech channels (Brown and Beltpack [BP])

NOTE: Two or more Mute Group buttons, may be pressed at the same time, for a faster transition from one group to another.

NOTE: If a Mute Group is ON and you manually turn off one of it's mutes, the Group button will flash.

CAUTION: These Mute Groups are ADDITIVE ONLY! This means the Mute Groups will only turn on mutes. For example, Mute Group 6 will activate the mutes for the Brown and BP channels.

If you do not manually turn on one of the mutes, the group will turn on/off the mutes for each channel as expected.

If you manually turn on the mute for the BP, the group will only turn on/off the Brown channel's mute.

Mix Scenes

Mix Scenes 1 thru 5 are at your disposal. These buttons will save ALL settings on the soundboard. The suggested use of these Scenes are as follows...

1. Praise Team
2. Special Music
3. Sermon

If you have greater needs, you may use Scenes 1 thru 5 however you wish.

DO NOT use Mix Scene #6. This is reserved for the loading of the Base Settings for our church. If you accidentally save over Scene #6, please inform the Lead A/V.