

Dear friends, please follow this guide for our video recordings.

For Preachers / Worship Leaders / Scripture Readers

- ✓ Prior to recording (on MacBook or smartphone, please change your camera settings to **HD 720p**)
- ✓ Videos should be in .mov (for Apple) or .mp4 (Android) formats.
- ✓ A 30min sermon will take up approx. **2.5GB** of storage.
- ✓ Please load the video into the Google drive link that has been sent to you.
- ✓ Please record your video in landscape mode (widescreen format), and ensure that you are recording from chest upwards (so that it will be similar to the pulpit)
- ✓ Scripture Readers, you have the option of recording either a video or an audio file.

Please use the following service template for creating your videos:

✓ Call to Worship + Intro to 1st song	X 1 video	- WL
✓ Song # 1 Lyric video	X 1 video	- Admin
✓ Intro to Song #2	X 1 video	- WL
✓ Song #2 Lyric video	X 1 video	- Admin
✓ Welcome and Prayer	X 1 video	- Duty Pastor
✓ Intro to Offertory	X 1 video	- WL
✓ Song #3 + Doxology	X 2 videos	- Admin
✓ Scripture Reading	X 1 AUDIO or VIDEO	- Scripture Reader
✓ Sermon	X 1 video	- Preacher
✓ Intro to Closing Song	X 1 video	- WL
✓ Song #4	X 1 video	- Admin
✓ Announcements	X 1 video	- Duty Pastor
✓ Benediction	X 1 video (can do with sermon)	- Preacher
✓ Threefold Amen	X 1 video	- Admin

For Worship Leaders

- ✓ As you will not have a music team playing for you, you will basically need to record the segments prior to each song that you have chosen.
- ✓ As for song choices, please proceed as per normal to prepare the order of service to be submitted to church admin. In addition to the order of service, you will need to provide the YouTube links of the songs you have chosen, so that admin can download the mp3 and prepare a standardized lyric video.

WL, please submit your Order of Service and song URLs to admin by **Tuesday, 5pm.**
 WL, Scripture Reader, Duty Pastor, Admin, please submit videos by **Friday, 5pm.**
 Preacher, please submit your videos by **Saturday, 5pm.**

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Distributed by:



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