

Church Live Streaming Documentation

1. Overview and Purpose Document

Title: Church Live Streaming Process - Overview and Purpose

Purpose

This document defines the live streaming process to expand our church's reach, connecting virtually with the congregation. It ensures that team members understand their roles, the flow of events, and how to troubleshoot effectively.

Goals

- Provide high-quality live-streamed services.
- Ensure seamless teamwork and efficient troubleshooting.
- Improve outreach by delivering engaging online services.

Audience

Our primary audience includes congregation members watching remotely, potential new members, and anyone interested in our church services.

Team Structure

- Producer
- Camera Operator
- Sound Engineer
- Stream Monitor

2. Team Roles and Responsibilities

Title: Team Roles and Responsibilities

1. Producer

- Manages the streaming process and coordinates the team.
- Ensures all equipment is set up and tested before each service.
- Communicates with the stream monitor for real-time feedback and troubleshooting.

2. Camera Operator

- Sets up and adjusts cameras based on pre-determined positions.
- Monitors live video feed quality.
- Manages transitions and zooms during the service as instructed by the producer.

3. Sound Engineer

- Sets up microphones and ensures sound quality.

- Monitors audio levels during the stream.
- Troubleshoots audio issues in collaboration with the stream monitor.

4. Stream Monitor

- Monitors live stream quality on the viewing platform.
- Provides feedback to the producer about audio-visual issues.
- Escalates problems if they can't be resolved immediately.

3. Equipment and Software Setup

Title: Equipment and Software Setup Guide

Hardware Checklist

- Cameras: Ensure all cameras are functioning and positioned correctly.
- Microphones: Check that mics are set up for clear audio capture.
- Streaming Computer: Verify that the computer is connected and streaming software is operational.
- Internet: Ensure a reliable internet connection.

Software Setup

- Streaming Software (e.g., Wirecast)
 - Open Wirecast and load the preset scene for the service.
 - Check that the correct audio and video sources are connected.
 - Ensure encoding settings match the platform requirements.
- Platform Setup
 - Log in to the streaming platform (e.g., YouTube, Facebook).
 - Confirm that the stream link is correct and live chat is enabled, if applicable.

4. Live Streaming Process Guide

Title: Live Streaming Process Guide

Pre-Event Checklist

1. Camera Setup: Position and test each camera for coverage.
2. Sound Check: Conduct a sound test and confirm clarity.
3. Internet Check: Confirm internet connectivity and bandwidth.
4. Software Preparation: Launch streaming software and verify connections.

Stream Start Sequence

1. Initiate the stream with a pre-set intro screen.
2. Monitor all inputs (video and audio) to ensure smooth transitions.
3. Begin live service, switching between cameras as appropriate.

Post-Stream Wrap-Up

1. End the stream on the platform.
2. Power down all equipment and perform any needed maintenance.
3. Record any technical or operational issues for review.

5. Troubleshooting Manual

Title: Live Streaming Troubleshooting Guide

Common Issues and Solutions

1. Audio Out of Sync
 - Solution: Restart the audio interface or re-sync in the streaming software.
 - Verify sound settings match the platform's requirements.
2. Low Internet Bandwidth
 - Solution: Pause any non-essential internet use.
 - Lower the stream resolution if necessary.
3. Video Lag
 - Solution: Restart the streaming software and confirm all devices are connected correctly.
 - If the problem persists, reboot the streaming computer.
4. Platform Connectivity Issues
 - Solution: Check login credentials and connectivity.
 - Confirm that the stream link is accurate.

6. Onboarding and Training Guide

Title: Live Streaming Onboarding and Training

Training Overview

New team members are encouraged to observe live services before actively participating. Hands-on training is required to get familiar with the setup and troubleshooting procedures.

Training Exercises

- Mock Streaming: Practice setting up and streaming with real equipment, but in a non-live environment.
- Troubleshooting Drills: Simulate common issues and guide new members through the resolution process.

7. Process Flow

Title: Church Live Streaming Process Flowchart

The flowchart below provides a visual guide to the live streaming process, from setup to wrap-up. Each stage includes checkpoints and troubleshooting paths:

1. Pre-Stream Setup

- Start → Equipment Power On → Software Launch → Camera and Sound Check → Internet Connection Check → Team Sign-In

2. Stream Start

- Stream Encoder Start → Platform Connectivity Check → Live Streaming Start → Audio/Visual Quality Monitoring

3. Live Monitoring

- Real-Time Troubleshooting → Monitor Audience Feedback → Adjust Settings if Needed

4. Post-Stream Wrap-Up

- Stream End → Equipment Shutdown → Team Sign-Out → Feedback Collection