

<p style="text-align: center;"><b>ST. THOMAS EVANGELICAL LUTHERAN CHURCH</b> <b>SOUND SYSTEM OPERATOR GUIDELINES</b></p>
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*as of October 2015*

### **First Things First**

1. Arrive early enough to prepare for worship, at least 20 minutes prior to the service.
2. Turn on the sound system using the switch in the bottom cabinet.
3. Find out what microphones are being used for worship.
4. Volume slides are generally best when positioned at the "solo" position. See Sound Board Instructions for further sound board instructions.
5. Find out if there are any special needs for the sound system such as noisy offering, projector needs, hymns to be played on the piano, or special music.
6. Extra batteries are available in the sound system cabinet.
7. Hearing assistive devices are located in the usher stand in the narthex. Instructions for use are included with each device.

### **Worship Service**

1. Begin recording the service at the first hymn. If a special prelude is listed in the bulletin such as the hand bells or an organ prelude begin recording at that time.
2. See recording instructions for step by step operation of the recorder.
3. Make volume adjustments as needed for individual speakers.
4. Turn off the sound system at the end of the service.

### **Sound Board Operation Instructions**

1. Quick guides for operation are available next to the sound board on 5x7 cards.
2. Complete operation manuals for the various sound system components are located in a binder in the bottom of the sound cabinet.