

# Digital Church Services

Currently normal church services should be replaced by a clergy person or licensed officiant along with 2, or maximum of 3 others recording an act of worship that can be live or sent out later.

This will vary from parish to parish but whatever is produced, however simple, should always contain:

- the scriptures being read
- the scriptures being carefully and clearly expounded
- intercession led by one or more people.
- where possible a solo could follow the preaching of God's word.

Preferably these services should be recorded / streamed from consecrated church buildings and sent out at least weekly on a Sunday.

*A digital service will look very different to a normal Sunday service; therefore, it is important to also consider:*

*Essential content (for instance announcement information could be directed to the church's online options).*

*Service length (a digital service will often be shorter than a normal service).*

## Copyright

There is a licensing requirement regarding the streaming of copyrighted music content, either played live or on-demand. However, this does not apply to non-copyrighted music such as the older hymns in the hymnal (*each hymn will say if it is copyrighted or not*).

Please see <https://uk.ccli.com/ccli-news/recording-streaming-and-podcasting-your-services/orhttps://www.prsformusic.com/licences/using-music-online/limited-online-music-licence> should you wish to purchase appropriate licensing.

## Live Streaming Information for Churches

Those wishing to live-stream via platforms such as Facebook and YouTube should be covered by the existing licensing agreements in place with those platforms. Please ensure you follow the terms of use and copyright requirements of each respective platform.

If a church wishes to host a live stream on their own website, then they can apply for a limited online music licence (LOML). For help setting this up, please email [applications@prsformusic.com](mailto:applications@prsformusic.com).

## Setting Up a Digital Service

Basic instructions are below with regard to how to set up a digital service. While there are many online platforms for streaming and posting recordings, the most common one is Facebook, so the instructions for this are also attached.

# GUIDANCE FOR CREATING A DIGITAL SERVICE ON FACEBOOK

**Decide on your venue and whether you want to PRE-RECORD your service or LIVE STREAM it.**

Pre-recording is preferable for many as it allows you to address any mistakes easier, whilst live streaming gives you a live online audience. *(A live recording will also be saved to your Facebook page.)*

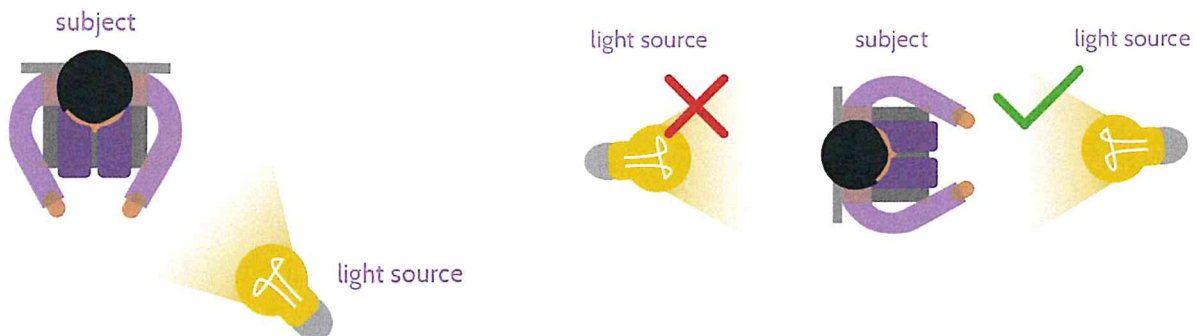
***Instructions for both options are in the blue boxes below.***

**To record your service:**

Decide on either mobile phone, camera or laptop *(laptop only to be used for Facebook Live)* and if you are live streaming check that you have a wifi connection or 4G access.

## STEP ONE: WHERE TO FILM

- Choose a place that is recognisable as a backdrop, such as the chancel.
- Set up a lectern / music stand to lead from and a mic / other stand for recording.
- The light source should be at a two or ten o'clock position of your subject, if this is not possible keep the light source in front of the subject.



## STEP TWO: GET YOUR EQUIPMENT READY

- Install the phone on a tripod for a steady shot. You might need a specific frame to hold your phone such as a mic stand or goose neck phone holder.
- A laptop will require a flat surface and stable base.

***Please do not speak through the church sound system.***

**For the best sound quality use a lapel microphone for your phone or laptop. Here are some examples:**

- An affordable lapel mic <https://amzn.to/2LzTxv5>
- A better-quality lapel mic <https://amzn.to/2YB3l6x>

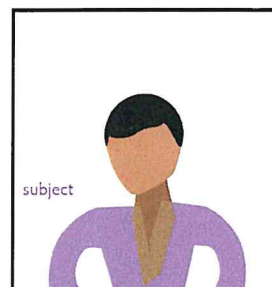
**If you don't have an external microphone most laptops and phones require you to be within 1.5 meters for best sound quality.**



## STEP THREE: FRAME YOUR SUBJECT

*For Facebook use portrait mode to record.*

- It is advisable to conduct most, if not all, of the service from (*reading, prayer, preaching*) one position, but if live music is being played orientate the camera towards the organist / singer as well.
- Change the phone camera to the front camera so you can see yourself in the frame.
- Face the camera and look into it, a good frame would look like this.
- Film in HD, if your phone allows it.



## STEP FOUR: CONDUCT A DRY RUN

- Pre-record at least a minute of footage, including all contributors to the service and music, checking for sound, light, camera positioning and eye contact.
- If going live, test your internet connection.
- Watch back and make necessary adjustments.

## STEP FIVE: RECORD OR GO LIVE

Use the instructions below:

### HOW TO POST A PRE-RECORDED VIDEO ON FACEBOOK

1. Record the service on your phone using the camera app. Or upload your digital camera recording to your computer.
2. Navigate to your church's Facebook page and click **Publish**. If on a mobile device click **Publish** for Apple Device or **Post** for Android.
3. Write a description of your video.
4. Click Photo / video.
5. Find the recording on your mobile device camera reel or laptop files and select.
6. Then click share and allow time for uploading.
7. To share a link to the video via email or text, click on the video and copy and paste the link.

### HOW TO GO LIVE ON FACEBOOK

1. Ensure you have the Facebook application on your phone or if you're using a laptop, use the Google Chrome web browser to go live.
2. Navigate to your church's Facebook Page. If on a mobile device click Publish for Apple Device or Post for Android. Tap Go Live. On a laptop click the Live button on the page.
3. Write a description of your live video
4. Click **Go Live**.
5. When finished, if on a phone, click share. On a laptop your video will be saved to your content library in [Facebook Creator Studio](#).
6. To share a link to the video via email or text, click on the video and copy and paste the link.
7. Please be aware of sharing personal information online.

