



## **Technology Guide**

*Everything you need to know about using  
technology in ministries at Glen Mar Church*

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# 1 Introduction

This guide contains everything that you need to know about using technology in ministries at Glen Mar Church. This guide was created primarily to ensure that your technology needs are met, from simple do-it-yourself uses to complex multi-media presentations run by trained personnel.

This guide also highlights rules regarding the use of Glen Mar Church's "Tech Equipment." These rules are not meant to be a burden, but are enforced as an act of stewardship to ensure that our Tech Equipment is available and well-maintained for future ministry opportunities.

Glen Mar Church has a wide variety of Tech Equipment available for your use including:

- LCD/LED Televisions
- Computers (desktops and laptops)
- CD, DVD and Blu-Ray players
- Audio mixers with amplifiers and speakers (fixed and portable)
- Microphones (wired, wireless, and headset)
- Cameras (fixed, still, and video)
- Projectors and screens

Glen Mar Church no longer provides VHS players!

The complete list of Glen Mar's **Tech Equipment** can be found in [Tech Equipment Inventory](#) section.

Glen Mar Church has a **Worship AV Team**, a ministry that sets up and runs the Tech Equipment (and presentations) for the church's weekly worship services. This team also handles the same duties for some special events. Glen Mar Church also has a **Tech Team**, a ministry that provides installation, training, maintenance, and acquisition of the church's Tech Equipment. The Tech Team also supports the church's computer and network resources. Both of these teams are further defined at the end of this guide.

All communications with these two teams should begin with e-mail messages to either [WorshipAV@glenmarumc.org](mailto:WorshipAV@glenmarumc.org) or [TechTeam@glenmarumc.org](mailto:TechTeam@glenmarumc.org). This is the only way to ensure that all appropriate people see the communications.

We will make every effort to keep this guide up-to-date with the latest, most accurate information. If you have any questions or suggestions about this guide or you see possible errors, please e-mail the Tech Team ([TechTeam@glenmarumc.org](mailto:TechTeam@glenmarumc.org)).

## 2 How to Reserve Tech Equipment

All requests for Tech Equipment should be made on the same Facilities Use/Request Form that you use to reserve the room(s).

See the [How to request Tech Support](#) section if you also need help or training with the equipment.

An online Facilities Scheduling form can be found at: <http://glenmarumc.org/myglenmar/facilities-scheduling/>

To reserve Tech Equipment after your Facilities Scheduling form has been submitted, send your request to Larry Albrecht ([larry.albrecht@glenmarumc.org](mailto:larry.albrecht@glenmarumc.org)).

### 2.1 Using Tech Equipment Outdoors or Offsite



**No Glen Mar Church Tech Equipment may be used outdoors or offsite without prior approval of the Tech Team.**

In most cases, the Tech Team will provide outdoor setup and cleanup on the church site.

Tech Equipment should be protected as if it were your own. This includes, but is not limited to, the following precautions:

- Tech Equipment must not be left unattended unless access to the equipment is restricted
- Tech Equipment must be protected from the weather
- Tech Equipment may not be left outdoors overnight

In some circumstances, Glen Mar Tech Equipment may be used offsite. This is only allowed for Glen Mar-sanctioned events and the equipment must be returned as soon as possible after offsite events to ensure that it is available for other ministry events. The Tech Team is not ordinarily involved in such events and the individuals requesting the use of Tech Equipment offsite must be trained on the proper use of the equipment prior to the event.

### 3 How to Request Tech Support

You may want to enlist the help of one or more members of the [Worship A/V Team](#) or [Tech Team](#) for some of your technology needs.



**There is no guarantee that team members will be available to support your event!** Please see the [Worship A/V Team](#) and [Tech Team](#) sections in this document for an explanation BEFORE you submit a request for tech support.

**Send all audio/visual requirements and questions for worship services and funerals to [WorshipAV@glenmarumc.org](mailto:WorshipAV@glenmarumc.org).** This includes announcements that you wish to have displayed on the screens.

**Make all requests for Tech Equipment (e.g. TVs, DVD players, projectors, laptops, etc.) on the Facilities Scheduling form.** See the How to reserve Tech Equipment section for details.

Send all requests for additions/changes to the “Wayfinder” room schedule to Corrina Watson in the church office ([corrina.watson@glenmarumc.org](mailto:corrina.watson@glenmarumc.org)). Send last-minute changes after hours and on weekends to the Tech Team ([TechTeam@glenmarumc.org](mailto:TechTeam@glenmarumc.org)). See [Wayfinders](#) for more information.

**Send all other technology-related requirements and questions to [TechTeam@glenmarumc.org](mailto:TechTeam@glenmarumc.org).**



**Do NOT request tech equipment or support by directly contacting individual members of the Worship A/V or Tech teams!** Sending an e-mail to one of the aliases with all the detailed requirements is the only way to ensure that all appropriate people see the correspondence.

#### 3.1 Tech Support Deadlines



**To ensure that your Tech requirements are met and out of respect for the Tech Team member’s schedules, please make every effort to meet the deadlines listed in this section!**

- Send **audio & visual requirements for worship services** not less than **three days** before the event. Worship Services are always staffed by appropriate Tech Team personnel (in the Control Room).
- Send **audio & visual requirements for all other events** not less than **two weeks** before the event. The extra time is needed to coordinate Tech Team schedules and for training if necessary.
- Send [audio & video recording](#) requirements not less than **one week** before the event.
- Send **tech equipment help** requests not less than **one week** before the event.
- Send **training** requirements not less than **one week** before the event.
- Deliver **media** to the Tech Team not less than **three days** before to the event. *(See the required media formats in the next section)*

Missing these deadlines does not mean that your request cannot be met, but it makes it harder for and may pose an inconvenience to Tech Team members.

### 3.2 Required Media Formats

If you are providing audio or video media for a ministry event, please follow these guidelines:

- Deliver electronic media (small files) to the Worship A/V Team (for worship or funerals) or the Tech Team (for other events) by e-mailing them to [WorshipAV@glenmarumc.org](mailto:WorshipAV@glenmarumc.org) or [TechTeam@glenmarumc.org](mailto:TechTeam@glenmarumc.org).

Deliver physical media (CDs, DVDs, etc.) to the Tech Team mailbox (near Church Reception office).

- Preferred format for video presentations: AVI, WMV, MPEG or MOV file. Also acceptable: DVD media.
- Preferred format for audio presentations: Audio CD media or MP3 or WMA file.
- Preferred format for announcements: Send text to Laura Dreibelbis ([laura.dreibelbis@glenmarumc.org](mailto:laura.dreibelbis@glenmarumc.org)). Send images (if appropriate) in .jpg or .gif format to the Worship A/V Team ([WorshipAV@glenmarumc.org](mailto:WorshipAV@glenmarumc.org)). If your announcement is a PowerPoint slide then send it to both Laura and the Worship A/V Team.



**Glen Mar Church strictly upholds all rights and privileges of all copyright material. Contact Barb Julian if you have questions about our right to use copyright material.**

### 3.3 Audio & Video Recording

The audio for all worship services is recorded. Audio CD's of the Spirited Traditional (9:30) Service are placed in the kiosk located in the Gathering Area. CD's are also available of the other services as requested (send an e-mail to the Tech Team at [TechTeam@glenmarumc.org](mailto:TechTeam@glenmarumc.org)). A small donation is requested to help offset the costs associated with providing CD's for this ministry. Audio recordings of the weekly sermons are made available on the Glen Mar Church web site at <http://glenmarumc.org/worship/sermons/>.

The video for each week's sermon is also recorded. Video recordings of the sermons are made available on the Glen Mar Church web site at <http://glenmarumc.org/worship/sermons/>. Both the audio and video recordings are usually available on the web site by Sunday evening, though they may not be posted for several days in some circumstances (e.g. vacations).

Requests for audio or video recording of other events in the Spirit Center should be sent to the Tech Team ([TechTeam@glenmarumc.org](mailto:TechTeam@glenmarumc.org)) not less than one week before the event. This is an uncommon request and there is no guarantee that there will be tech team members available to support it!



**Glen Mar Church strictly upholds all rights and privileges of all copyright material. Therefore, some events or performances may not be able to be legally recorded if all copyright license requirements cannot be satisfied prior to the event. Contact Barb Julian if you have questions about our rights to use copyright material.**

## 4 Internet

The entire church building has wireless Internet connectivity via Wireless Access Points installed throughout the building. The wireless network is secured using an SSID and a password. The network SSID and password are posted in several locations throughout the church including:

- The Control Room / Tech Booth in the Spirit Center
- The Welcome Center in the Gathering Place
- The Church Office
- The Youth Ministry Office

If you find a location in the building that does not have adequate signal strength, e-mail the Tech Team ([TechTeam@glenmarumc.org](mailto:TechTeam@glenmarumc.org)) with the location of the weak signal.

All rooms have wired Internet ports to which you can connect your laptop or other Internet-enabled device.



**Note: Most wired Internet ports in classrooms are not active! Contact the Tech Team ([TechTeam@glenmarumc.org](mailto:TechTeam@glenmarumc.org)) at least one week in advance of your event to ensure that the port(s) that you will use are enabled!**

Glen Mar's Internet access is provided by Verizon.

## 5 Telephones

Glen Mar's phone service is provided by GTB using the Verizon network. Contact Larry Albrecht if you have any specific questions or issues having to do with the phone system.

## 6 Broadcast Television

There is a coax distribution capability throughout the building but Glen Mar does not subscribe to cable or satellite broadcast TV. Currently, the only broadcast TV capability the church has is via digital TV antennas that are attached to several of the TVs in the Youth Wing. Contact the Tech Team if you need to watch broadcast TV within the church facility. It is important to note that the density of our building and the angles to the Baltimore and Washington stations makes receiving some stations difficult without lots of experimenting with the antennas!

## 7 Web Site

The Glen Mar web site is hosted by 1-and-1.

## 8 Electronic Sign

Glen Mar has an electronic message board at the corner of New Cut Road and Montgomery Roads. The sign is monochrome (amber on black) with a resolution of 96x32 pixels. That allows three to five lines of text.



Based on Howard County regulations, the message displayed on the sign cannot be changed more than once per day. This means that messages cannot flash and cannot require more than one page.

Staff can submit a request for a ministry-specific message to be displayed on the electronic sign via Service U. Ministry leaders can submit a request via the "Facility Use Request" link on the Glen Mar web site. The Minister for Operations approves/disapproves requests.

Approved messages are uploaded to the sign remotely using custom hardware/software. This is done by the Facilities Services Supervisor.

## 9 Church Software

ACS is our main workhorse for attendance, membership and contributions. Members can join online giving through the "My GlenMar" link on the home page. The "My GlenMar" is the web interface of ACS called Access and it will allow members to view all of their personal information and up to date contributions.

Scheduling of church events, registrations and room reservations is currently handle by a web-based software package called ServiceU. Staff members have individual accounts. Members can submit events through the website via the "Stay Informed" section by clicking on the link "Facility Use Request." In that same section members can also view any of the church's calendared events.

## 10 Audio/Video Distribution

Glen Mar Church's entire building has been wired to allow video and audio to be distributed from central locations to most rooms. Almost every room has ports on every wall that can, with the right hardware, receive and display video and/or audio.

There are four Glen Mar A/V Channels that are used to "send" video and/or audio throughout the building:

- Channel 1: Spirit Center audio/video feed
- Channel 2: Weekly [Announcements](#)
- Channel 3: Spirit Center Slides (a.k.a. MediaShout)
- Channel 4: [Wayfinder](#) room schedule

The routing of these channels is configured by Tech Team members only.



**Note: Most audio/video ports are not active. Contact the Tech Team ([TechTeam@glenmarumc.org](mailto:TechTeam@glenmarumc.org)) at least one week in advance of your event to ensure that the port(s) that you will use are enabled!**

Contact the Tech Team ([TechTeam@glenmarumc.org](mailto:TechTeam@glenmarumc.org)) if you have a requirement to route audio and video anywhere in the building that is not already covered in this Technology Guide.



# 11 Tech Equipment Inventory

This section describes the Tech Equipment that is available for use in your ministries.

## 11.1 Spirit Center (208)

The Spirit Center has an **Integrated Audio/Video System** with these features:

- Crestron control system
- Digital audio mixer, amplifiers and speakers
- Wired and wireless microphones
- Laser Projectors with screens mounted left and right of the stage (1366x768 display resolution)
- HD camera (mounted in the tech booth)
- PC #1: Windows 7, MediaShout, PowerPoint
- PC #2: Windows 7, MediaShout, PowerPoint
- Video PC: Windows 10, Stream Catcher, Sony Vegas Studio
- Audio PC: Windows XP, Audacity



**Note: The Tech Equipment in the Spirit Center may be used only by members of the Tech Team and Worship A/V Team and others that have been trained by the Tech Team.**

PC #1 is typically used for presentations on the integrated screens and PC #2 is typically used for the announcements presentation displayed on the [Announcement TVs](#). The Video Capture PC is used only for video capture of the Spirit Center audio/video.

The Spirit Center has three locations where laptop computers can be connected to the Integrated Audio/Video System:

- On the left-hand wall on the stage
- On the right-hand wall on the stage
- In the Control Room under the counter below PC #1

The instructions for connecting a laptop computer to the integrated Audio/Video system are located in a binder in the Control Room.

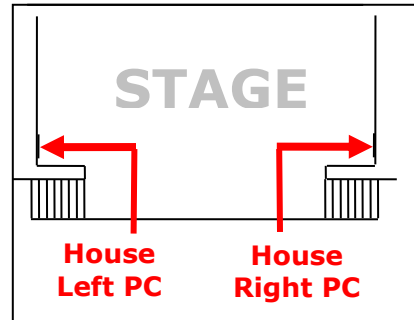


Figure: Laptop Connection Locations

## 11.2 Gathering Place (203A)

The Gathering place has two **60" LED TVs** mounted on the wall above the Café. Typically, the left TV displays the weekly announcements and the right TV shows "Wayfinder" room schedule. See the [Announcement TVs](#) and [Wayfinders](#) sections for complete details. These two TVs can receive any signal broadcast on the [four Glen Mar A/V channels](#). During worship services, for example, they may display the Spirit Center video feed and the slides from the Spirit Center screens.



The Gathering place also has ceiling-mounted speakers. These speakers provide audio from the Spirit Center during most worship services. They are also occasionally used for events in the Gathering Place. The volume control for these speakers is a rotary knob on the back wall of the Welcome Center. This knob is located just to the left of the door from the Welcome Center to the Spirit Center.

Contact the Tech Team if you need to provide audio and/or video in the Gathering Place.

### 11.3 Youth Lounge (118)

The Youth Lounge has an Integrated Audio/Video System with these features:

- **HD Projector** mounted on ceiling in center of room
- **Manual Pull-down Projector Screen** mounted on the front wall
- **Audio mixer and amplifier** mounted in the A/V rack (amp in rear)
- **Wireless microphone** mounted in the A/V rack
- **CD player** mounted in the A/V rack
- **Blu-Ray DVD Player** mounted in the A/V rack
- **Magenta Receivers** mounted in the A/V rack (rear)
- **Speakers** mounted in the front corners of the room

The A/V rack is sometimes locked when not in use. A key is available in the church office (room 154) or the Spirit Center Control Room.

The A/V rack has a wall plate that allows you to connect your equipment to the Integrated A/V system. The wall plate has the following female input ports:

- **HDMI** video for connecting a laptop or other HDMI device to the projector
- **VGA** for connecting a laptop to the projector
- **1/8" stereo mini audio** for connecting a laptop or iPod to the mixer / amplifier / speakers



**Youth Lounge A/V Rack**



**Note: The A/V rack has and HMDI switcher. You must ensure that the correct source is selected!**

### 11.4 Classrooms 123, 124, 125, 126, 146, 147, and 153

Classrooms 123, 124, 125, 126 in the Youth Wing and 146,147, and 153 in the Kids' Wing each have an Integrated Audio/Video System with these features:

- **60" LCD/LED TV** mounted on a wall in the room
- **Blu-Ray DVD player** mounted on shelf in the corner of the room (near the TV)

In every classroom, the TV inputs are consistent:

- **HDMI 1** is the Blu-Ray player
- **HDMI 2** is the Wall Plate HDMI connection
- **PC** is the VGA / stereo mini input

The classrooms in the Youth Wing each have a drawer containing HDMI and VGA cables that you can use. **PLEASE ensure that these cables are returned to the drawer when you are finished using them!**

The integrated A/V systems include a wall plate below the LCD TV that allows you to connect equipment to the LCD TVs. Most of the wall plates have the following female input ports:

- **HDMI audio and video** for connecting a laptop or other HD video device to the LCD TV
- **VGA** for connecting a laptop (video) to the LCD TV
- **1/8" stereo mini audio** for connecting a laptop (audio) to the LCD TV



**Note: Newer TVs no longer provide VGA / stereo mini ports so some rooms (e.g. 123) have only an HMDI wall plate. You cannot use VGA equipment in these rooms.**



## 11.5 Room 121

Room 121 has an Integrated Audio/Video System with these features:

- **60" LED TV** mounted above the A/V desk
- **Blu-Ray player** installed on the A/V desk
- **Windows Mini PC** installed on the A/V desk  
(pre-configured for Safe Sanctuaries training)

The A/V system includes a wall plate on the top of the A/V desk that allows you to connect equipment to the TV. The wall plate has an **HDMI audio and video** port for connecting a laptop or other HDMI video device to the television

Room 121 also has two **Chromebox PCs** with Internet connectivity installed on the countertop for general use.



Room 121 A/V System

## 11.6 Youth Hangout (122)

The Youth Hangout has an Integrated Audio/Video System with these features:

- **Surround Sound Stereo** installed in A/V Entertainment Center
- **Speakers** (x4) located in the four corners of the room
- **60" Plasma TV** (with a digital antenna) mounted on front wall
- **Blu-Ray player** installed in A/V Entertainment Center
- **CD player** installed in A/V Entertainment Center
- **XBox 360** game console (see Youth Ministry Staff for permission / rules of use)
- **Security Cameras** (x2) that cover the entire room

The Room 122 A/V system includes wall plates on the top of the entertainment center that allow you to connect equipment to the stereo (audio) & television (video). The wall plates have the following female input ports:

- **HDMI** for connecting a laptop or other HDMI device
- **VGA / 1/8" stereo mini audio** for connecting a laptop with no HDMI port
- **RJ-45 (x2)** for Internet connectivity
- **110V power (x2)**



Room 122 Wall Plates  
(on top of entertainment center)

## 11.7 Classroom 145

Classroom 145 (in the lower-level Education Wing) has an Integrated Audio/Video System with these features:

- **Electric Projector Screen** mounted on the front wall
- **HD Projector** mounted on the ceiling
- **Audio mixer and amplifier** mounted in the A/V rack
- **Wireless microphone** mounted in the A/V rack
- **Blu-Ray DVD player** mounted in the A/V rack
- **Speakers** mounted in the front corners of the room

The A/V rack is controlled by a wall plate that allows you to lower the screen, turn on the projector and select your audio/video source with simple button presses. **Before using the A/V rack you need to turn it on using the power switch on the front of the rack.**

The A/V rack has a custom input plate that allows you to connect your equipment to the Integrated Audio/Video System. The input plate has the following female input ports:

- **1/8" stereo mini audio** for connecting an iPod or laptop to the mixer / amplifier / speakers
- **VGA** for connecting a laptop computer to the projector
- **HDMI** for connecting a laptop computer or DVD player to the projector and mixer / amplifier / speakers

The A/V rack in classroom 145 is locked when not in use. A key is available in the church office (room 154) just down the hall. Larry Albrecht and several Tech Team members also have keys.



Room 145 Wall Plate

## 11.8 Music Ministry Suite (111A/B)

The Music Ministry Suite contains an audio mixer and amplifier that can be used to play CD audio. Contact the Tech Team ([TechTeam@glenmarumc.org](mailto:TechTeam@glenmarumc.org)) if you would like to use this equipment.

## 11.9 Portable Sound Cart

Glen Mar Church has a Portable Sound Cart contains the following Tech Equipment:

- **Audio mixer and amplifier** for microphones and other sources
- **Wireless microphones (x8)** (*Contact the Tech Team if you need these!*)
- **CD player**

The Portable Sound Cart is often used with indoor/outdoor JBL speakers (with stands) that are stored near the Portable Sound Cart in the Janitor room near the Youth Lounge.

The remote controls, extra batteries, and manuals for the equipment on this cart are located in a drawer in the rack on the cart.

The audio mixer on this cart has RCA audio and XLR microphone inputs and a stereo mini input for connecting additional audio sources.



Portable Sound Cart



**Note: The Portable Sound cart may only be used by persons that have been trained by the Tech Team to use it.** This training is short and can be done when the cart is set up for your activity.

## 11.10 TV / DVD Carts

Glen Mar Church has two TV / DVD carts.

One TV / DVD Cart is stored in the Janitor room adjacent to the Youth Lounge. It contains the following Tech Equipment:

- **55" Television**
- **DVD player** (*Low quality 480p video*)
- **HDMI and VGA + 1/8" stereo mini audio** cables for connecting a laptop

The other TV / DVD cart is stored in the lower level of the Education Wing. It contains the following Tech Equipment:

- **42" Television**
- **DVD player** (*Low quality 480p video*)
- **HDMI and VGA + 1/8" stereo mini audio** cables for connecting a laptop



## 11.11 Wayfinders

Wayfinder TVs (or “Wayfinders”) display the daily room schedule. The room schedule is powered by custom software that pulls the events from the church calendar and removes events fifteen minutes after the scheduled end time. Some of the Wayfinders can display any of the [four Glen Mar A/V channels](#), but others can only display the Wayfinder information.

Wayfinders are installed in these locations:

- **42” TV** at the upstairs main entrance (near the Chapel)
- **37” TV** at the bottom of the stairs (from the Gathering Place to the Lower Narthex)
- **42” TV** in the Youth Lounge (left side)
- **60” TV** above the Café in the Gathering Place

The Wayfinder content can also be sent to other displays throughout the building. See [A/V Distribution](#) for details.

Send all requests for additions/changes to the “Wayfinder” room schedule to Corrina Watson in the church office ([corrina.watson@glenmarumc.org](mailto:corrina.watson@glenmarumc.org)). Send last-minute changes after hours and on weekends to the Tech Team ([TechTeam@glenmarumc.org](mailto:TechTeam@glenmarumc.org)).

Wayfinder technical problems should be reported to the Facilities staff or Tech Team.

## 11.12 Announcement TVs

The Glen Mar A/V system has two Announcement TVs that display the weekly announcements.

Announcement TVs are installed in these locations:

- **60” TV** above the Café in the Gathering Place
- **42” TV** in the Youth Lounge (right side)

The announcements can also be sent to other displays throughout the building. See [A/V Distribution](#) for details.

The information displayed on the Announcement TVs is coordinated by Laura Dreibelbis in the church office. E-mail all requests to [WorshipAV@glenmarumc.org](mailto:WorshipAV@glenmarumc.org). Announcement TVs are capable of displaying any of the [four Glen Mar A/V channels](#).

Technical problems with the Announcement TVs should be reported to the Tech Team.



Wayfinder and Announcement TVs above the Cafe

The Worship A/V Team

**The Worship A/V Team is a ministry that sets up and runs the Tech Equipment for the church’s weekly worship services and some, but not all, special events.**

The **Worship A/V Team** has the following structure:

- **Worship A/V Coordinator** (Heidi Owens, lead)
  - Schedules Worship A/V Team member assignments for all Glen Mar worship services and funerals
- **Worship Presentation** (Jen Rowell, lead)
  - Coordinates the preparation of MediaShout scripts and visual media for all worship services and funerals
- **Announcements** (Heidi Owens, lead)
  - Coordinates the preparation of the MediaShout scripts for the weekly announcements
- **Sermon Video** (Mike Hamilton, lead)
  - Coordinates the capture, editing and publishing of the weekly sermon video file(s)
- **Audio** (Jim Youkers, lead)
  - Coordinates the recording, editing and publishing of the weekly sermon audio file(s)
- **Worship A/V Team Members** (See [Team Members & Skills](#))
  - Volunteers committed to setting up and running the tech equipment for all Glen Mar worship services and willing to consider setting up and running the tech equipment for funerals and special events (possibly a paid position)



**Note: Worship A/V Team Members have committed to supporting every worship service even if it means that they have to make personal sacrifices. They have, in a sense, “guaranteed” the church that each worship service will be covered.** The members of the team have not, on the other hand, made such a guarantee for funerals. This should be considered when coordinating the tech requirements for funerals with the family. No commitments for A/V support should be made without first contacting the Worship A/V Coordinator who will determine team member availability and willingness.

Worship A/V Team members have one or more of the following skills (all involving tech equipment in the Spirit Center):

- Running the Mixing Board
- Providing wireless microphones
- Recording Spirit Center Audio
- Running MediaShout presentations
- Running video presentations (PowerPoint, DVD, YouTube, MPEG, WMV, AVI, etc.)
- Running audio presentations (CD, MP3, Windows Media Player, etc.)
- Running the Camera
- Capturing Video
- Preparing MediaShout presentations

Worship A/V Team members make clear to the Worship A/V Team Coordinator their desire to serve at worship services and funerals.

## 12 The Tech Team

The Tech Team is a ministry that provides installation, training, maintenance, planning and acquisition of the church's Tech Equipment (including the church's computer and network resources).

The Tech Team has the following structure:

- **Tech Team Lead** (Dale Worley)
  - Provides overall Tech Team leadership and coordination
  - Works closely with the Administrator and Trustees
- **Special Events Coordinator** (Larry Albrecht)
  - Coordinates tech equipment scheduling for non-worship, non-funeral events
  - Attempts to schedule trained personnel as needed for non-worship and non-funeral events
- **Audio Solutions** (Jim Youkers, lead)
  - Provides leadership and coordination for the audio equipment needs of the church's ministries
  - Recommends the purchase of appropriate audio equipment for the church
- **Video Solutions** (Harry Rowell, lead)
  - Provides leadership and coordination for the video needs of the church's ministries
  - Recommends the purchase of appropriate video and camera equipment for the church
- **Videography** (Mike Hamilton, Lead)
  - Provides leadership and coordination for capturing and editing videos for the church's staff and ministries (including the sermon videos)
- **Computers/Network** (Dale Worley, lead)
  - Provides leadership and coordination for the computer and network needs of the church's staff and ministries
- **Tech Team Members** (See [Team Members & Skills](#))
  - Volunteers willing to consider setting up and running the tech equipment for special events
  - Volunteers willing to help in any of the other Tech Team areas on an as needed basis

In addition to the skills of the Worship A/V team, members of the Tech Team may have one or more of the following skills:

- Use of the A/V Rack in the Youth Lounge
- Use of the A/V Rack in room 145
- Use of the TVs and Blu-Ray players in classrooms
- Use of the TV Carts
- Use of the Portable Sound Cart
- Videography (recording video using a camcorder and editing it)
- Administration of the Wayfinder TVs
- Administration of computers in the Media Center
- Administration of the staff computers (and servers)
- Administration of the church network (wired and wireless)



### 13 Team Members and Skills

The following chart shows the volunteers (and staff) that have been trained in various aspects of using technology in ministry at Glen Mar Church:

	Events			Spirit Center									Youth Lounge A/V	Chapel A/V	Room 145 A/V	Classroom A/V	TV Carts	Portable Sound Cart	Videography	Wayfinder TVs	MediaShout Authoring	Church Computers/Net
	Worship	Funerals	Special Events	Mixing Board	Microphones	Audio Recording	MediaShout	Video Presentations	Audio Presentations	Camera	Video Capture	Sermon Video Editing										
Larry Albrecht		□	■	X	X					X			X	X	X	X	X		X			
Jeremy Celmer	■	■	■		X		X						X	X	X	X	X				L	L
Jen Eschlimann	■	■		L	L		X														X	
Mike Hamilton	■	□	□	X	L	L	X	X	X	X	X	X	L	X	X	L	X		X	X	L	
Will Hetchen	■			X	X																	
Rick Huey	■		■				X						X									
Frank Johnson	■			X	X																	
Dan Kagey	■						X															
Alec Kleinsteuber				X	X	X				X				X								
Eric Labram	■	■	■		X		X	X	X	X	X		X		X	X	X	X	X			L
Bob McGuire	■			X	X																	
Heidi Owens	■						X														X	
Harry Rowell	■		□	L	X	L	X	X	X	X	X	E	X	X	X	X	X	X	E	X	X	
Jen Rowell	■	■		L	X		X	X	L	X	L		X		X	L	L				X	
Whitney Simmons	■						X														X	
Jim Youkers	■	□	□	X	X	X	X	X	X	X	X		X		X		X	X			L	

■: Regularly      X: Skilled (fully trained and capable)  
 □: Occasionally      L: Limited (trained, but may need help for advanced needs)  
 E: Emergency (skilled, but prefers to fill in when nobody else is available)

Send any updates to this chart to Harry Rowell (lessHarry@gmail.com).