

Gloucestershire Worship at Home

Information for producing the Online Service

Thank you for agreeing to create the Circuit Worship at Home Service. The following information is both to help you in this task and also to ensure some continuity of approach between the videos prepared each week. Its a good idea to begin planning this a few weeks prior to the service date, especially if you are not completely confident or haven't done it before or for a while. This gives plenty of time to iron out any problems. Doing things at the last minute is never helpful!

Service Sheet

Please prepare a Service Sheet to be uploaded to the Circuit Website 'Worship At Home' page on the **Tuesday** prior to the Sunday on which your video service is due to go live online. This is so that it can be downloaded by local churches and sent by post to those worshippers who are not online and therefore not able to access the online service.

The service sheet needs to include all the words for the complete service including the words of hymns, prayers, and sermon or reflection.

The service sheet also needs to have the CCLI licence number included at the end along with any other copyright permissions for material used. Add the CCLI Licence number: 176885

When the service sheet is ready, please email it in PDF format to Louise at the Circuit Office who will upload it to the Chrestos web site. **Please do this by the Tuesday before the service date.**

Producing the Video Service

The service will need to include an introduction, prayers, hymns, readings and a sermon or reflection, however you choose to present them. Please be aware of copyright issues and only use your own original material, material from copyright free sources, material which you have obtained copyright permission to use or material covered by the Circuit CCLI licences. See this page for more information on copyright: <https://www.methodist.org.uk/for-churches/guidance-for-churches/copyright-guidance/>

You must include the CCLI licence number: 176885 and any other copyright permissions at the end of the video and also in the details section for the video on the YouTube site.

Please contact Louise, Andrew Biggs or Phil Summers if you need help.

Some tips when recording:

- You can film using a camera or mobile phone or computer camera if can record in HD quality. Make sure you know how to operate the device and how to download the video for editing before you start. You may need to look at the device instructions or look it up on the web.
- Before you start recording, be aware of the background - make sure its not too distracting.
- When you begin recording , start the camera and then wait a few seconds once you are in place and ready to start speaking, and also leave a few seconds when you finish before you move to switch off the camera - this allows a bit of time in the editing for making good transitions.
- Don't forget to begin with a welcome and end with a 'goodbye' or sign off.
- Use a microphone if you have one to improve the sound quality, or make sure you are not too far from the microphone on the camera.
- If outdoors beware of wind and background noise. If necessary cover the microphone with a wind shield.
- Check the lighting - from the side is best. Make sure you are not silhouetted with the light behind you or harshly lit by light from directly in front.

Video Editing

- The video of the complete service will need to be uploaded to the **Circuit YouTube Channel** and scheduled to 'go live' by 8am on the Sunday morning. It can be uploaded anytime during the week before Sunday.
- **Please add the Circuit standard 'card' at the beginning and end of the video** to give the video a Circuit identity. This also allows for the date to be added at the start and copyright information at the end. You can download this from the Circuit web site
- Try to equalise the volume of different clips that you edit together so that the viewer doesn't have to keep rising and lowering the volume when watching. You can normally adjust the volume of clips in the editing software.

Uploading the video to Youtube

The numbered instructions below only work if you are able to log into the Circuit YouTube channel. We have found that if a new user tries to log in, the security protocols require Louise, as the Account Administrator, to respond to a security email before the login will work. It is not always possible for Louise to respond to these immediately especially if it is outside her working hours, so we have found that at present the best course of action is for the completed video to be sent to Louise, Andrew or Phil using WeTransfer <https://wetransfer.com>

We will then upload the video to YouTube for you. Please don't try to send videos via email - that rarely works except for very tiny video clips, as the email system was designed for small text files not large video files.

The following is retained here only for use by those who already have full access to the Circuit YouTube account:

1. In order to upload a video to the Gloucestershire Circuit Youtube Channel you must first have been given Editor permission. You will have received and responded to an email inviting you to do so.
2. You will need to log in to the channel using the email address and current password
3. If you already have a YouTube Account you may find that you are logged into this by default. Click on your profile icon in the top right and choose Switch Account. If you haven't logged into the Circuit Channel before then choose Add Account near the bottom of the menu. Don't forget to switch back when you want to upload a video to your own account.
4. Access YouTube Creative Studio by clicking the Glos Circuit Logo in the top right. This will take you to the Dashboard.
5. Click on the upward pointing arrow in the top right to upload a video.
6. Once the video has finished uploading you will need to wait a little while for it to be validated by YouTube before you can access it or edit it on the YouTube site.
7. Once it is validated go back to creative studio and on the left hand side click on Videos.
8. You will see the list of videos on the channel. Hover over the title of your channel and click the pencil icon - details. This will bring up the details page for the video that determines how it is displayed and what text accompanies it when viewed on the channel. Some of these will be pre-entered - such as the link to the Circuit web page and the CCLI licence number.
9. Check the Title and add any other details to the Description (Eg Make it clear which Sunday this video is for).
10. Choose a thumbnail - this is the picture that will appear on the video link before it is played.. Choose one that you think best represents the video or upload an image.
11. You can add a tag that will help people find the video in searches.
12. On the right hand side choose Visibility and Schedule the video to publish automatically on Sunday morning at 8am. To do this click the down arrow and select either Public or Schedule and choose the date and time.
13. Under 'Playlists' select the down arrow and click 'Home Worship' - this puts it in a playlist that will enable viewers to find all similar videos on the channel.
14. Click the blue Save button towards the top right.
15. You can then log out to complete the process. Let Louise know that you have uploaded the video and she will create the link from the web site..

Thank you.