

# Media Team

## Sound Engineer Volunteer

### Training Document

#### Role:

- The role of the Sound Engineer is to ensure the sound provides clarity and not distraction for worship in the sanctuary and online.

#### Task Breakdown:

- Prep the audio during worship practice.
- Manage audio during service.
- Manage the online audio.

#### Processes:

##### Prep the audio during worship practice.

- Set up the sound board:
  - o TURN ON THE SOUND SYSTEM = Turn on the two light switches directly behind the sound board. Then, turn on the sound board using the power switch on the back right of the sound board. (You can scoot the board out a little and look back to find it the first few times.)
  - o LOAD THE SCENE = On the right side of the sound board under the 'SCENES' section, click the small 'VIEW' button. Then, on the bottom right section of the screen, use the right arrow under 'PAGE SELECT' to go the 'SCENES' page. Next, use the knob all the way to the left of the screen that says 'LOAD' by twisting it left and right to go all the way down to #17 CFA Sun. Once selected by the yellow box, push down the load knob. This will bring up a warning screen. Press the same 'RIGHT ARROW' under 'PAGE SELECT' as you used before to CONFIRM. [This will load all the channels and volumes that will be a good starting place for adjustments for service.]
  - o TURN UP THE MAIN = Turn up the MAIN volume fader of the sounder board at the bottom right to just below '0'. (Place it to your discretion. NOTE: Music will be louder during worship practice than service because more bodies in the sanctuary = more sound absorption.)
- Adjust volumes during worship practice. Make note of who is the lead singer on each song and what the lead instrument is. [Ex. If someone is leading a song and the lead instrument is the piano, those will need to be louder. But if someone else is leading a song while playing the guitar, then the piano and original singer will need turned down some and the new singer and guitar will need to be louder. This will balance the sound and prevent distractions during worship.]

- Adjust the EQ of mics and instruments during worship practice. This is all done through the 'EQUALIZER' section of the sound board. ([View the links in the resource section at the bottom of this document to learn more.](#))
- Adjust the volumes of the online sound during worship practice. This is done by clicking the select button on the 'LIVESTREAM' channel (on the right side of the sound board) and selecting the 'SEND ON FADER' button in the center of the sound board (between the two columns of faders. Once these two buttons are selected any changes in volume (via the faders) on individual channels will not make changes to what you hear in the sanctuary, but will only make changes to what you hear online. To listen to what the livestream mix sounds like while you're making adjustments, wear the headphones that are plugged into the headphone jack in the side of the sound board. (Note: The headphones will always play whatever channel is selected on the sound board. So, if another channel other than the livestream channel is selected then you will not be listening to the livestream sound.) [Worship practice gives us a unique opportunity to make adjustments to the livestream sound – because you can turn the master volume down some if needed to be able to hear the livestream sound through the headphones better. This won't affect the musician's ability to practice because they all have in-ear monitors that aren't affected by the main volume.]

#### Manage audio during service.

- During service additional adjustments may need to be made periodically. (Even if the sound was set during worship practice.) [This can be due to people playing louder, singing louder, or having their individual instruments turned up louder than they were during worship practice.]
- During worship – make adjustments according to your notes to volumes on who and what instrument is leading each song.
- Make sure if there is a speaker using a microphone it is loud enough but not too loud. [This can sometimes be a battle if people are holding the microphone too close or too far away from their mouth.]
- After worship the 'REVERB' will need to be muted that is on BUS 13. You can do this by either clicking 'MUTE GROUP 2' on the bottom right of the sound board. Or you can go down to the 'BUS 13' using either side of the faders and hit the 'MUTE' button. (The channel is muted when the mute button/mute group is RED.)

#### Manage the online audio.

- The online sound needs to be monitored during service the same as the 'in house' volume. It is more challenging than during worship practice because you cannot turn down the house volume to hear better through the headphones.
- Just like on the in-house mix during worship – make adjustments according to your notes to volumes on who and what instrument is leading each song. (Making adjustments to volumes on the in-house mix doesn't affect the livestream.)

- Make sure if there is a speaker using a microphone it is loud enough but not too loud on the livestream as well. [This can sometimes be a battle if people are holding the microphone too close or too far away from their mouth.]

#### Troubleshooting Guide:

- Audio on a channel is too quiet even with the fader turned up.
  - o With the channel selected, turn the 'GAIN' knob up at the top left of the sound board. (Under the 'CONFIG/PREAMP' section)
  - o If it is still too quiet, the instrument may need turned up. If this is the case, there isn't any more you can do.
  - o Special circumstance...Some instruments (especially specific guitars) and mics (powered condenser mics) require power to run. The sound board has the option to power them through their instrument cable. To do this – with the specific channel selected, click the '48V' button under the 'GAIN' knob. (\*\*Please only do this if you know it should be done to avoid damage to equipment.)
- There is a buzz or ring.
  - o There are small volume gauges at the top of each channel that can be monitored to help determine which channel is causing problems. (Ex 1. There is a buzz during worship practice – you can mute one channel at a time and see which channel eliminates the buzz to target the problem.) (Ex 2. Someone leaves their mic on after worship, and it is picking up feedback periodically during service. You can see through the channel volume control which mic is still on (showing activity) and mute that channel to eliminate that activity.)

#### Communication Expectations:

- If you have questions about any part of your responsibilities – please ask for help or clarification. You can ask Pastor Austin, Pastor Conner, or anyone else on the media team that is familiar with the Sound Engineer responsibilities.
- Communicate with the Computer Tech when they are going to play music or media to fade in the sound. (This makes sure the audio isn't too loud, soft, or suddenly harsh.)
- Let us know ASAP if you aren't going to be able to volunteer on a week you're scheduled to serve.

#### Resources:

- Intro to EQ - <https://www.youtube.com/watch?v=O08oWlvkjX8>
- How to EQ a channel - <https://www.youtube.com/watch?v=GIEKaBmujWw>
- How to EQ a vocal Mic - <https://www.youtube.com/watch?v=r6Sy7u3pCEo>
- How to use compression - [https://www.youtube.com/watch?v=voi\\_HAAjJMI](https://www.youtube.com/watch?v=voi_HAAjJMI)