



## St. Louise Parish

141 156th Ave SE, Bellevue, WA 98007  
(425) 747-4450

### Audio Visual Ministry

- What is it: Help with AV needs at Mass including livestreaming the Mass and supporting our mic and sound needs
- Who can do it: Registered parishioners
- Commitment: Maintain schedule availability in MSP and attend all trainings. When scheduled to serve, arrive 15 minutes prior to the beginning of Mass.
- Contact: [avministry@stlouis.org](mailto:avministry@stlouis.org)

If you are unable to serve in a liturgical role for which you are scheduled on MSP, complete the following steps

1. Request a sub in MSP.
2. Notify your ministry coordinator right away using the contact listed above.
3. Contact folks on MSP to work to replace yourself.

#### AV Procedure:

##### *Before Mass:*

1. Arrive at least 15 minutes before scheduled Mass time. Check in on the iPad on the table outside of the sacristy.
2. Turn on the white switch to the cameras located on the power strip in the closet next to the sink in the sacristy. If the closet happens to be locked, contact facilities at 425-214-5442 or ask staff if present or call the front desk at 425-747-4450
2. Make sure that the main sound to the church is on, and that the livestream is unmuted on the audio bus.
3. Power on the computer and the OBS control board (power switch is located on the back of the board).
4. Log-in to the computer. **Password:** 4257474450
5. Open the OBS Software.
6. Make sure that both cameras are working, and that the sound is working properly.
7. Organize slides to make them all readily available.
8. 5 minutes before Mass starts, mute the audio to the livestream, slide the welcome page from the preview window to the live window. Click on the "Start Streaming" button.

##### *During Mass (avoid live transitions)*



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9. As soon as the entry procession begins, unmute the audio and switch to the side camera in a wide angle.
10. When the priest walks up, zoom in on him and switch to the center camera.
11. Zoom in on the ambo for the first reading, psalm, and second reading using the side camera.
12. Use the center camera for the reading of the Gospel and the homily.
13. Use the side camera to capture both the reader and the priest during the Profession of Faith and the Prayer of the Faithful (general intercessions).
14. Use the “Prayer for Pastoral Planning” slide to display while the community is praying it immediately following the Prayers of the Faithful.
15. Switch between the side and center cameras for the preparation of the altar and the presentation of the gifts.
16. Use the “prayer for spiritual communion” slide while the assembly is receiving communion.  
**Prayer for Spiritual Communion will no longer be read beginning October 16, please still display it for the live stream.**
17. Use the center camera for the announcements, closing prayer, and dismissal.
18. Use the side camera during the recessional procession, and then switch to the “end of Mass” slide.
19. Finally, click on the “fade to black” button and end the livestream.

### *After Mass*

20. Close the OBS software
21. Turn off the OBS Control Board, computer, monitors, and cameras.