



Policy for Inclusion of Video and/or Audio Announcements In the Worship Service.

Background

More and more Bethel events are promoted through Focus Ministry video and audio announcements, including PowerPoint® slide shows and other video presentations. There are currently no policies or procedures regarding these presentations. This lack of guidelines can lead to technical difficulties where the presentation may not run on our audiovisual equipment. There are also no guidelines on how to deal with politically sensitive or other controversial content in presentations. Thus the following policy is put forward by the Bethel Lutheran Church Technology Ministry.

Policy

All groups or individuals requesting a Focus Ministry or other announcement spot to occur as part of a worship service are to be made aware of these guidelines. In the event they do not plan to have projected or sound content in their presentation, these guidelines do not apply. Pre-recorded accompaniments to the worship service, such as sermon or choir, are also exempt from this policy. The intent of these guidelines is to offer technical assistance from members of the Technology Ministry to assure that all presentations are of high quality, run optimally on our audio and video equipment and have controversial content approved by the pastoral staff in time for the scheduled Focus Ministry.

Groups or individuals who are anticipating using audio or video content in their Focus Ministry should contact the Head of the Video Projection Ministry as soon as they determine they would like to use audio and/or video content, but not less than 10 days to 2 weeks prior to their scheduled Focus Ministry. This will allow the Technology Ministry to provide technical guidelines as well as direct help in recording or producing an audio or video presentation. Presentations should typically run approximately 2 to 2.5 minutes to keep the congregation's interest and also not encroach on the worship service. The completed presentation should be delivered to the Head of the Video Projection Ministry one week prior to the scheduled presentation. This will allow the presentation to be installed on our projection/audio computer and checked for technical adequacy.

Content review will be done by the pastoral staff in consultation with the individuals producing the presentation. The pastoral staff are the final authority for content review.

The goal of the Technology Ministry is to assist members and groups at Bethel in presenting announcements of high quality. We will be as flexible and accommodating as possible in dealing with special requests and deadlines. Please direct special requests and questions to the Head of the Video Projection Ministry.

In Christ's Service

The Bethel Technology Ministry

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