

## Lay Task Directions

### LIVE STREAM ASSISTANT Offering the Gift of Worship

#### Purpose:

- To facilitate the live stream of the worship service and help provide a positive worship experience for those watching from home.

#### Who Can Be a Projection Assistant?

- Any teen or adult who is able to arrive early for church and be attentive during worship.

#### At least 30 minutes before the service

- Place iPad in the tripod with the cover folded down to expose the camera.  
(iPad is stored on the top shelf of audio/visual cabinet)
- Plug in the ethernet cable to the lightning port on the iPad.
- Plug in the audio cable to the audio jack.
- **Password to open the iPad, “1870”**
- Tap Settings>Ethernet and verify that a LAN connection appears. (if not, unplug and re-plug ethernet cable)
- Open the Boxcast App on the iPad.
- Open the broadcast titled, “Faith Lutheran Church Worship Service” for today’s date.
- Press “Start Broadcast” and the live stream will begin at 9:55 am. “Live” in a red square appears in the lower, left corner of the screen when the broadcast has started.

#### During the service

- Attention should be paid throughout the service. This means that other jobs (greeting, ushering, etc) are not to be done by the projection assistant.
- Following the directions in the bulletin, move the camera as needed between the screen and the worship leaders.

#### After the service

- After Janine stops playing, press “X” in the upper left corner of the screen and “Stop Broadcast” that appears in the center of the screen to stop the live stream. **Leave the iPad plugged in and running until the broadcast stops processing.**
- Close down all open apps on the iPad.
- Unplug all cables and remove the iPad from the tripod. Place it on the top shelf in the audio/visual cabinet and plug it in to charge.

Thank you for your service.