

Saint Mark's  
Vestry Person of the Week

**Sermon Recording Procedure**

April 2015

- Retrieve FLIP camera on its tripod, and "Reserved" sign from the sacristy. It should be fully charged and have a blank memory. Please have the camera in place no later than 9:50 am.
- Determine the location of the sermon or homily from the Sunday Order of Service.

Sermons from the pulpit are recorded from the front left (*Gospel* side) row.

Children's homilies are recorded from the front right (*Epistle* side) row.

Sermons "from the aisle" are recorded from fourth right (*Epistle* side) row.

- Mount camera and tripod securely over the yellow dot in the appropriate location. Place "reserved" sign on appropriate pew.
- Press the power button on the FLIP camera (top right side) and focus near the area where the sermon will be preached. Turn off the camera until ready.
- Sit (or move into) the reserved pew by each camera mount in time for the sermon (at the end of the Gospel procession is a good time to move if you re not already in place).
- Press the power button on the FLIP camera (top right side). Double check positioning. The zoom is activated by the "+" and "-" indicators marked on the silver area surrounding the red center button. Usually the pulpit is the only area needing a "zoom" - unless there are very few children for the homily and a zoom may help eliminate empty areas..
- Press the red "record" button just before the sermon begins. The editor will delete any additional seconds at the beginning.
- Press the red "record" button a few seconds after the sermon is finished. The editor will delete ay additional seconds after the conclusion of the sermon.
- Press the power button to turn off the FLIP camera. Please remain in your place until the Peace is exchanged.
- At the end of the service, retrieve the FLIP camera and place on the red folder in the sacristy.

*Thank you supporting our media ministry!*