

HERTFORD BAPTIST CHURCH

DIGITAL SERVICE RECORDINGS

Interested in digital audio work? Offers of help sought for regular involvement on a rota to edit our digital service recordings and upload them to our web site server. You will need to be able to collect and return our mem sticks from and to the Church and have access to a PC. Full training/familiarisation available. Please contact Bernard Chandler for further details

Here are some details

The procedure is as follows:

On a rota, probably every other week

Collect mem stick, with three services for the Sunday, at the end of the evening service; if not possible collect from the Church Office asap during the week; these files are much to big to email!

Copy the relevant files to your own PC - or a Mac if you can run Windows on it

Process one of the morning services and the evening service to create, for each service, a complete MP3 file, a selective MP3 file and a selective WMA file; selective file is Bible reading and sermon only

Upload the selective files to the Church web site server - by Wednesday early evening at the latest, also upload any sermon PPT files - better if PPT can be converted to PDF

Email the web team to let them know it's been done; they will then set up the links etc. on the web site

Make a CD archive copy for each of the three services - or establish another archive procedure

Erase the mem stick, and return to the Church Office asap

The work on your PC will take up to 1½ hours, but you will be able to improve on this with experience!

You will use Audacity - free download, and
Windows Movimaker

This is how we work at the moment, but always willing to consider changes.

Opportunities to become involved in the wider web site work for the Church.

Contact details not included here as we rarely put personal email addresses or phone numbers on the site. You can get my contact details from the Church Office if necessary.

Bernard Chandler / February 2010