



GUIDELINES FOR THE MINISTRY OF THE AUDIO-VISUAL WORSHIP AIDS

Computers, Screens, Text and Images Projected in Liturgy

Introduction

For many years now data projectors, screens, computers and the images/text projected have been used in churches. Creative use of the various options of presentation software available has also been tried; sometimes so creative it has been at the expense of the focus on what we are celebrating within the liturgy.

These guidelines may assist in reminding us what it is that we are doing when we enter into the world of projection of words and images for the people's participation in the Sacraments of the Church.

Reference from the Church Document 'And When Churches Are To Be Built'

#697 Data projection equipment must never overwhelm or detract from the liturgical setting, the symbolism and function of the sacred furnishings, or the celebration of the liturgy. Its purpose is to serve the liturgy as an aid to participation, never to entertain. It is best employed to display text and music line of sung parts of the liturgy. It should not be used to display the entire Order of Mass and the readings.

Overview

The screen and everything associated with it, data projector, computer and text projected, are tools to aid the prayer of the church, to *'foster and bring about communion between Priest and people.'* (GIRM #34)

The information on the screen should support the people's participation in the liturgy and when used well, can set the scene and the mood of the liturgical season and celebration.

What is projected on the screen should never distract from the action of the liturgy at the ambo, altar and priest's chair.

Using audio-visual technology in order to serve the worshipping community is a ministry and so requires a level of training and competency. Training needs to be both immediate and ongoing.

COPYRIGHT OBLIGATIONS

Licences are required for copyright for any material that is reproduced in a PowerPoint Presentation. This may require separate licences for music, text and images.

Considerations for creators of audio-visual presentations

- Keep the background clean as watermarks and images make it difficult for people who are vision impaired to read.
- Ensure the text is clear to read on any coloured background. Don't use subtle differences between the colour of background and the text.
- Avoid combinations of colours that cannot be distinguished by people with colour blindness. E.g. red/green
- Fonts should be bold and in a simple script. Size 32-40; a Sans Serif font such as Calibri or Arial. The font 'Arial', size 40, all capitals, bold for the people's response, left aligned on a white background is recommended for people who are vision impaired.
- Keep phrases of text together.
- Keep text at the top of the screen so people can still see it when all are standing. Use as many slides as necessary to complete a prayer or song to achieve this.
- Use simple slide transitions only.
- Keep images to a minimum, if used at all.
- Nothing should distract from the liturgical action at the ambo, chair or altar, e.g. flickering or glowing images.
- A good practice is to insert a blank, black slide in places when the focus in the liturgy is the chair, altar or ambo.
- Ensure that the correct words and punctuation of the prayers and songs are copied as published.
- Always ensure the correct references are inserted in the slides to maintain copyright protocol for songs and prayers.
- Always check the version of song and composer as this can be problematic with the possibility of words varying from version to version. Some songs are published in different versions with variation in the words and number of verses.
- If the church environment requires a more reflective atmosphere with softer lighting, text could be projected using a black background with white or pale green or cream text.

Guidelines for the Minister of the screen, the operator

1. Arrive early to set up, test equipment and ensure all is working as it should.
2. Respect the equipment, it is costly to replace and is supplied by the work of the community.
3. At times there will be unscheduled requests to display a video so familiarity in this process is essential.
4. Any instructions for the people should be displayed well before Mass commences, e.g. a reminder to silence phones.
5. Participate in the Mass yourself: sing the songs, say the prayers and you will know when to move to the next frame according to the pace of the song or the prayer.
6. It can be useful to have a hard copy of the PowerPoint slides.
7. Give the ministry your full attention.
8. Remember that you are assisting people to participate in the liturgy.
9. Remain vigilant to the actions of the priest and the needs of the musicians. You may need to move to another slide quickly.
10. If you notice any wrong spelling or incorrect words, make a note of them and advise the person who has prepared the presentation in order to correct these.
11. Finish up by turning off all equipment in the order required. Pack away anything that you have used and leave the space in order.
12. If there is anything that is not working as it should, let the appropriate person know.
13. More recent editions of PowerPoint provide the facility for the operator to use 'Presenter View' on split screens. This allows the operator to move around the slides on the computer only and the people are not subjected to a screen flicking through the slides.

The minister operating the computer should know how to:

- Turn the equipment on and off.
- How to load a PowerPoint presentation onto the computer and run it.
- How to play a short video should it be requested.
- How to move around presentations with minimal disruption to the liturgy.
- Be able to problem solve with confidence.

Both the minister who creates the presentation and the minister operating the equipment should know the Order of the Mass, the Parts of the Mass, and its needs regarding the people's responses and what is to be projected.

Should the technology fail, as it sometimes does, say a little prayer, turn all equipment off and help hand out prayer cards for those who would like them.