

UPDATED: August 2026



NMBC AV

Sunday Morning Workflow

Section 01

Booting and Setup

01 Booting and Setup

Booting Up

1.) Power on the sound board

- Power switch is located on the back, on the right side next to the power plug.

2.) Power on both Mac Mini Computers.

- Power Button for ProPresenter Mac Mini is located on the top left corner.
- Power Button for Streaming Mac Mini is located on the top right corner.

3.) Power on the Stage Power

- Open the breaker box furthest right on the back wall of the Electrical Closet.
- Turn on 25, 27, 29 (There is tape with green marker labeling them)
- Turn on any overhead lights you need. *(On a typical Sunday service turns on the Incandescents & High Bay on the first 2 switch boxes. At 9:58, the High Bay on the second switch box gets turned off.)*

Login and Authentication

1.) ProPresenter Mac Mini

- The ProPresenter Mac Mini won't require a password on boot up. If for some reason it does the password is: **worshipteam**
- The computer will auto boot the stage lighting program **Lightkey**. This will require password authentication.

Authentication Password: **worshipteam**

- After authenticating Lightkey, open **ProPresenter**.



2.) Streaming Mac Mini

- Login Password: **nmhc**

01 Booting and Setup: MIDI

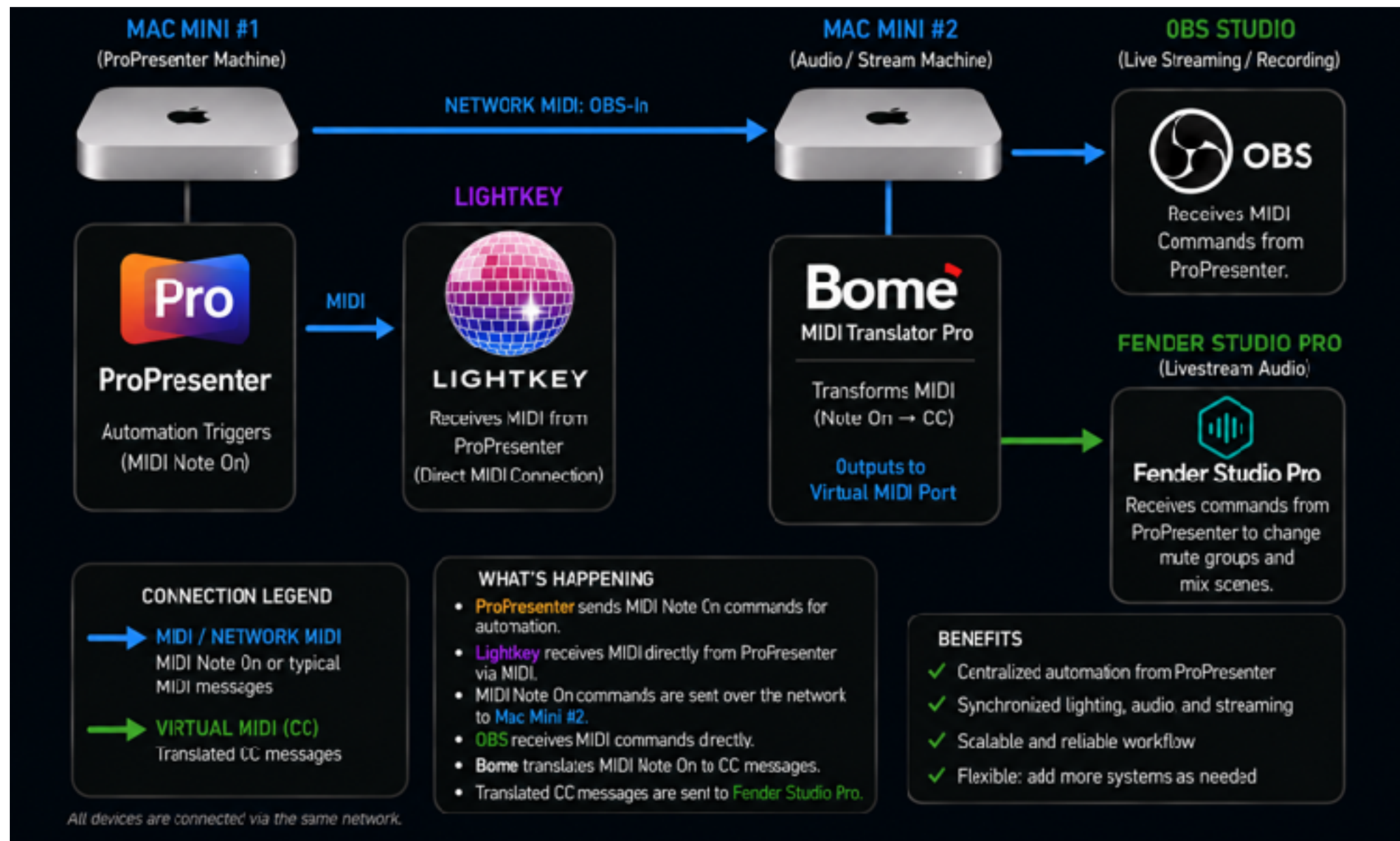
MIDI Network Configuration

About MIDI

MIDI is a communication protocol that uses a series of channels and notes which enable devices to send and receive commands from one another.

Our Setup

We send MIDI commands from ProPresenter to control Lightkey, OBS, and Fender Studio.



01 Booting and Setup: MIDI

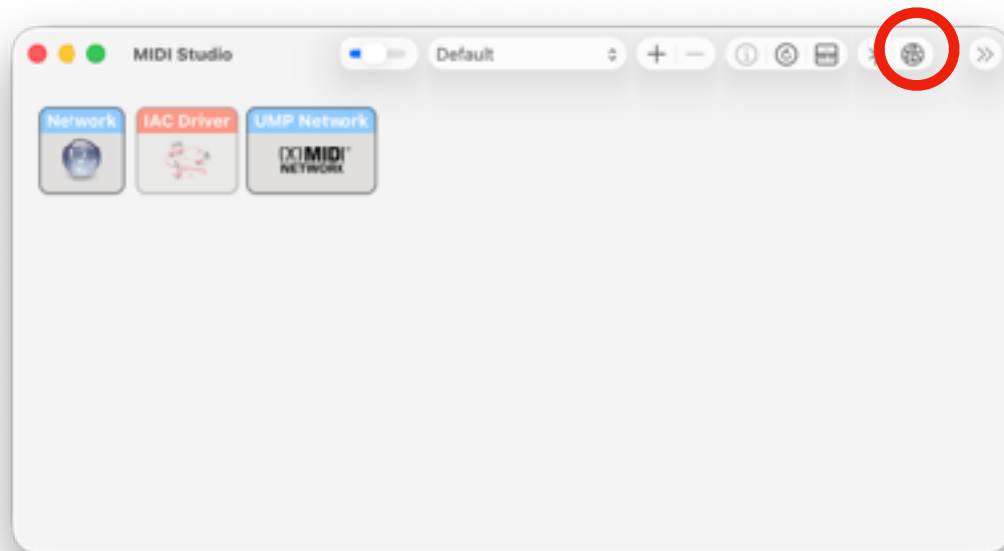
MIDI Network Configuration

What you'll see on startup

When the computer boots up it will automatically open **MIDI Studio** and **Bome MIDI Translator**. Once Bome MIDI translator boots up you won't see anything other than the icon in the menu bar.



1.) Once Bome has disappeared select the globe icon in the MIDI Studio window to open the Configure Network Driver Window.

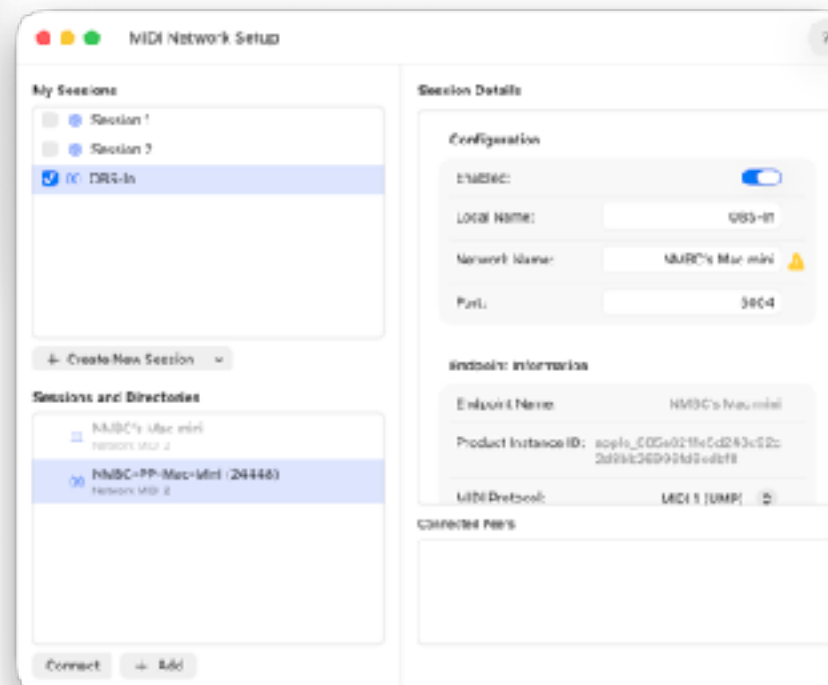


2.) Select **OBS-In** from the “My Sessions” menu.

-Once selected, in the “Sessions and Directories” menu select NMBC-PP-Mac-Mini (24448), then click the connect button in the lower left corner of the window.



What does Bome do? Bome is a MIDI Translator that converts the messages ProPresenter sends to a format that Fender Studio Pro can understand. *(More info on Fender Studio Pro later in the book.)*



3.) When you're successfully connected you will see a person icon appear next to OBS-In.



This process connects the Stream Mac Mini to the ProPresenter Mac Mini for MIDI communication.

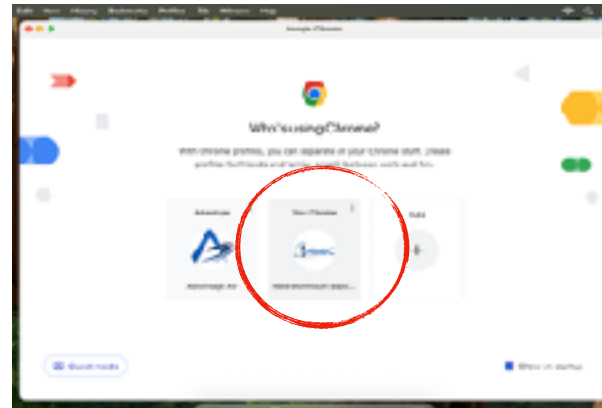
01 Booting and Setup: Chrome

Checking the Audio Setup

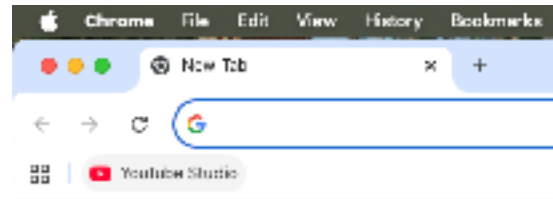
1.) Open **Google Chrome** from the dock at the bottom of the window.



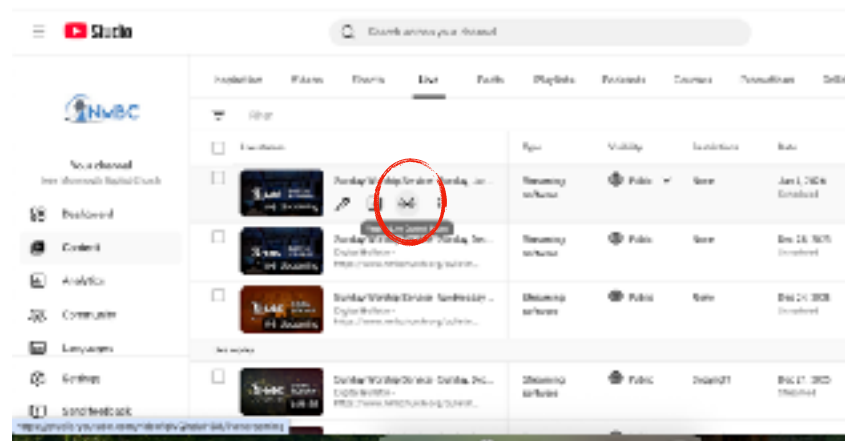
2.) Select the NMBC Account from the opening menu.



3.) Select **YouTube Studio** from the favorites bar. This will bring you to the “Live” section of the YouTube Studio.



4.) Select the “View in Live Control Room” option from the stream for that morning.



6.) Say “Good Morning” to everyone in the chat once the stream begins!

Important: The livestream will automatically start with a ProPresenter cue. You no longer have to hit “Go Live” on YouTube.

01 Booting and Setup: OBS

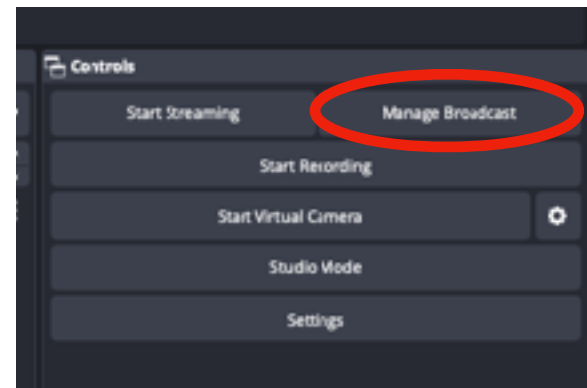
Setting up OBS

Once connected to the MIDI network, open the **OBS** app from the dock at the bottom of the window.

Connecting the Stream

In order to stream the service you need to connect OBS to the correct YouTube broadcast.

1.) Select the **Manage Broadcast** button. This will open the “YouTube Broadcast Setup Menu.”



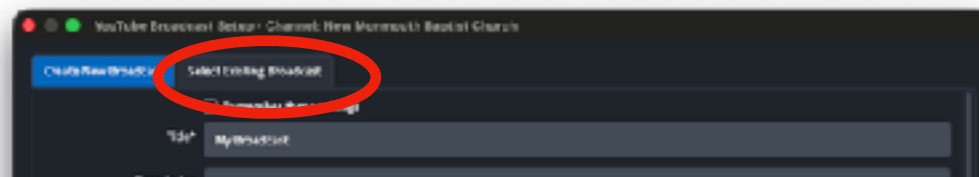
*Note: If manage broadcast is not an option in the controls menu. Select **Settings**, select **Stream**, then connect the account to the NMBC youtube account.*

Email: nmbchurch1854@gmail.com

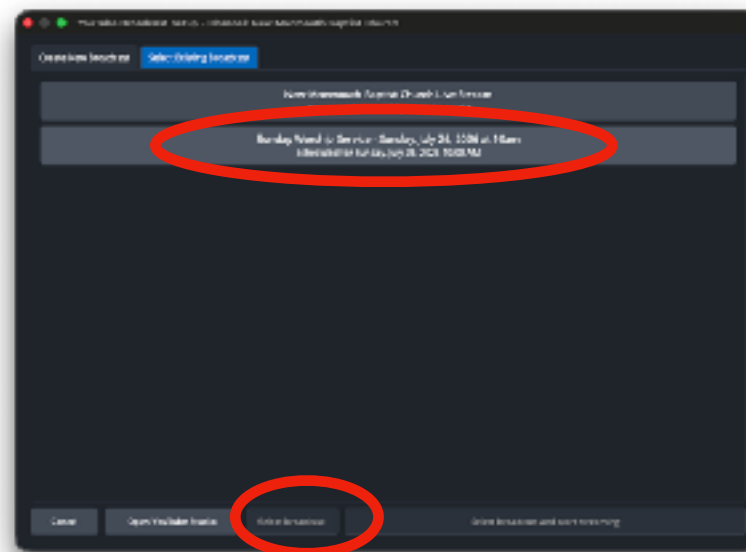
Password: nmbc1234

Chrome will open the profile of the user who used it last. So if it doesn't link automatically to the NMBC account, switch the window to an NMBC window close any other user windows and click the button to connect OBS to youtube again.

2.) Click the **Select Existing Broadcast** tab.



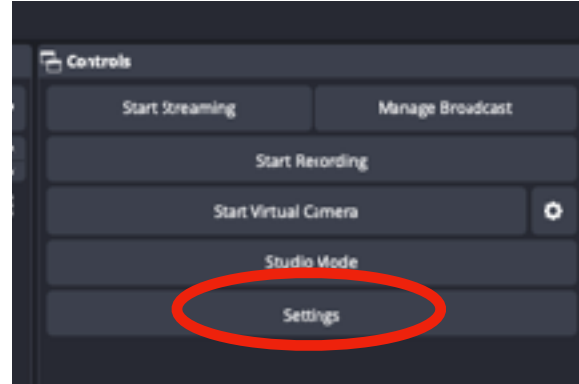
3.) Select the stream titled and dated for that Sunday. Then click the **Select Broadcast** button.



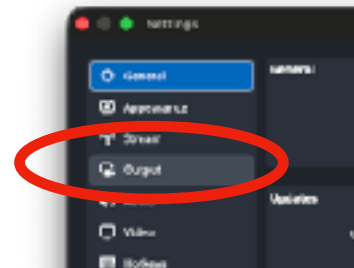
01 Booting and Setup: OBS

Configuring the Recording

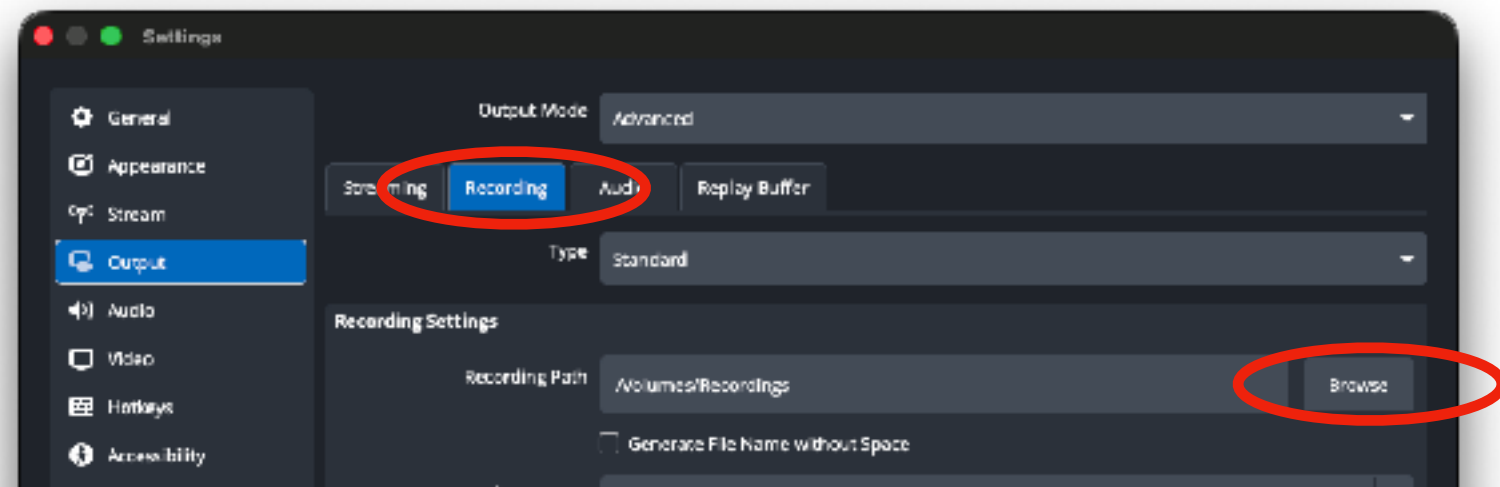
1.) Select the **Settings** button.



2.) Select **Output** from the sidebar.



3.) Click the **Recording** tab.



4.) Select the **Browse** button to set the Recording Path.

01 Booting and Setup: OBS

Configuring the Recording

5.) Select the **Recordings** hard drive from the sidebar.

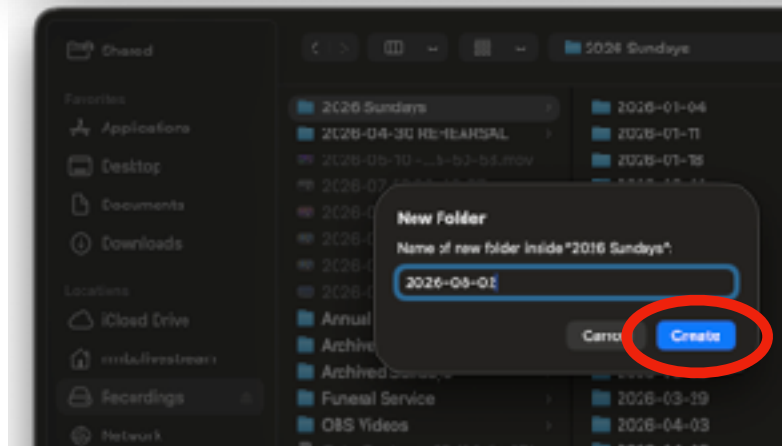
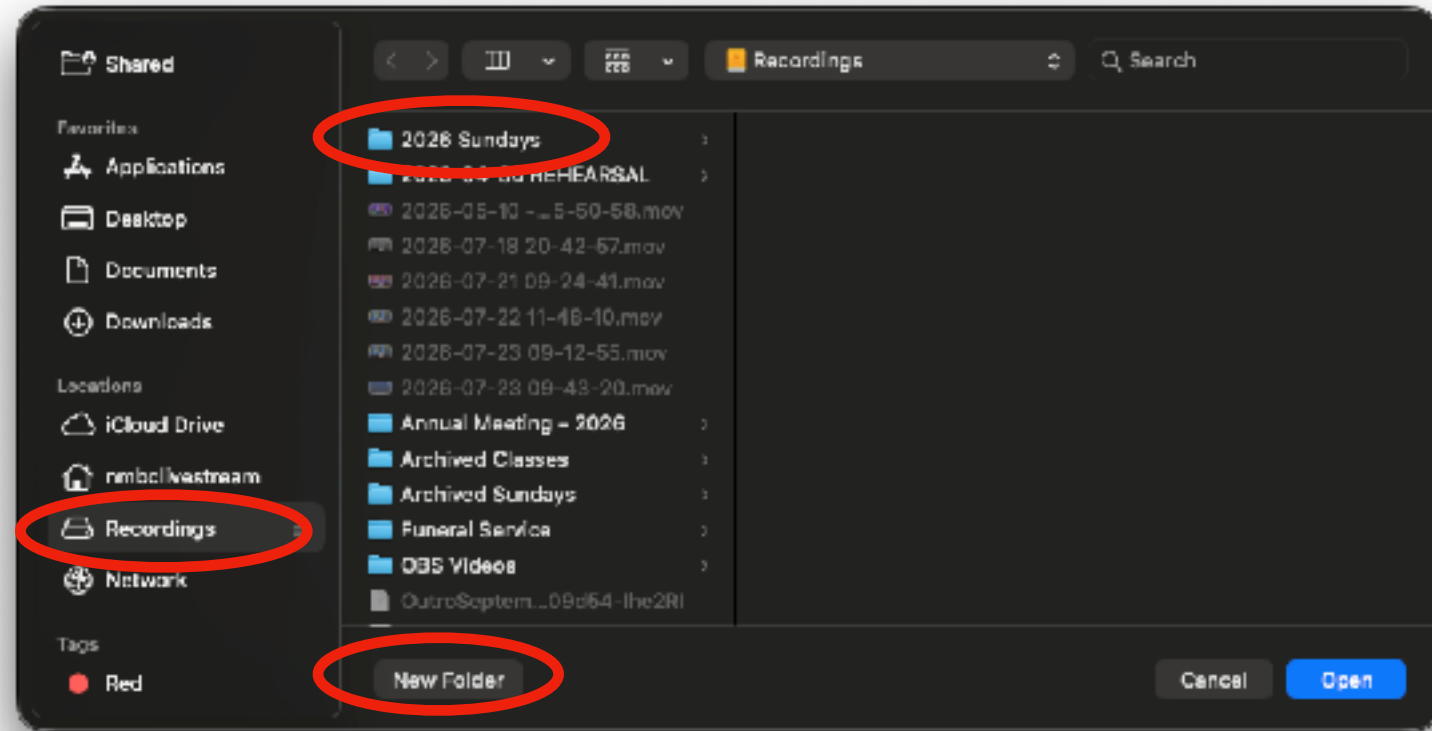
6.) Select **2026 Sundays** folder.

7.) Click the **New Folder** button.

8.) Set the name of the new folder. Use Year-Month-Date format. Click **Create**.

9.) Once you create the folder, select it from the folders list and select **Open**.

10.) Click **Apply** then **OK**.



01 Booting and Setup: Fender Studio Pro (Streaming Mac Mini)

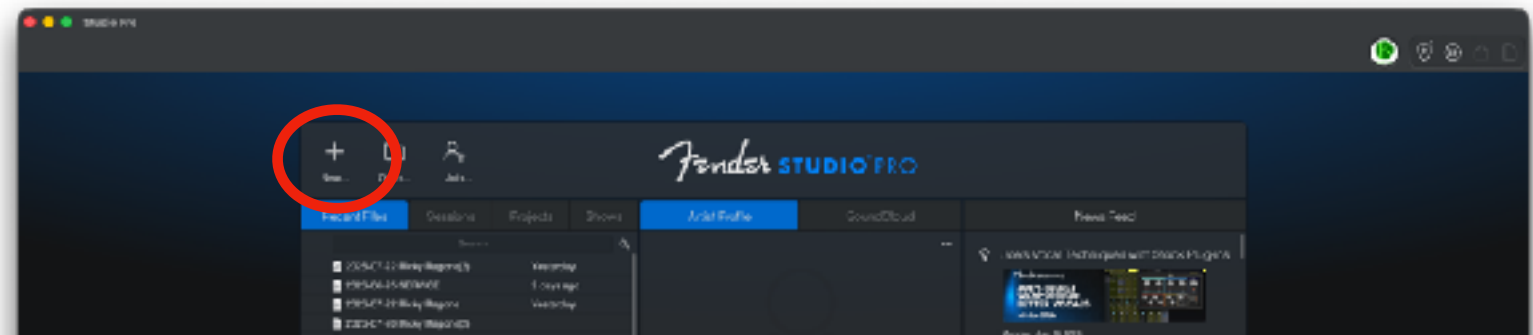
About Fender Studio Pro

Fender Studio Pro is a DAW (Digital Audio Workstation). This programs primary function is recording, but it can also send live processed audio out to our livestream. Using this program enables us to pre-mix and EQ channels intentionally for streaming devices like phones and TV's while also recording the service to be mixed after the fact.

Creating a Recording Session

1.) Open the **Fender Studio Pro** app from the dock at the bottom of the window.

The application will open on the small monitor.



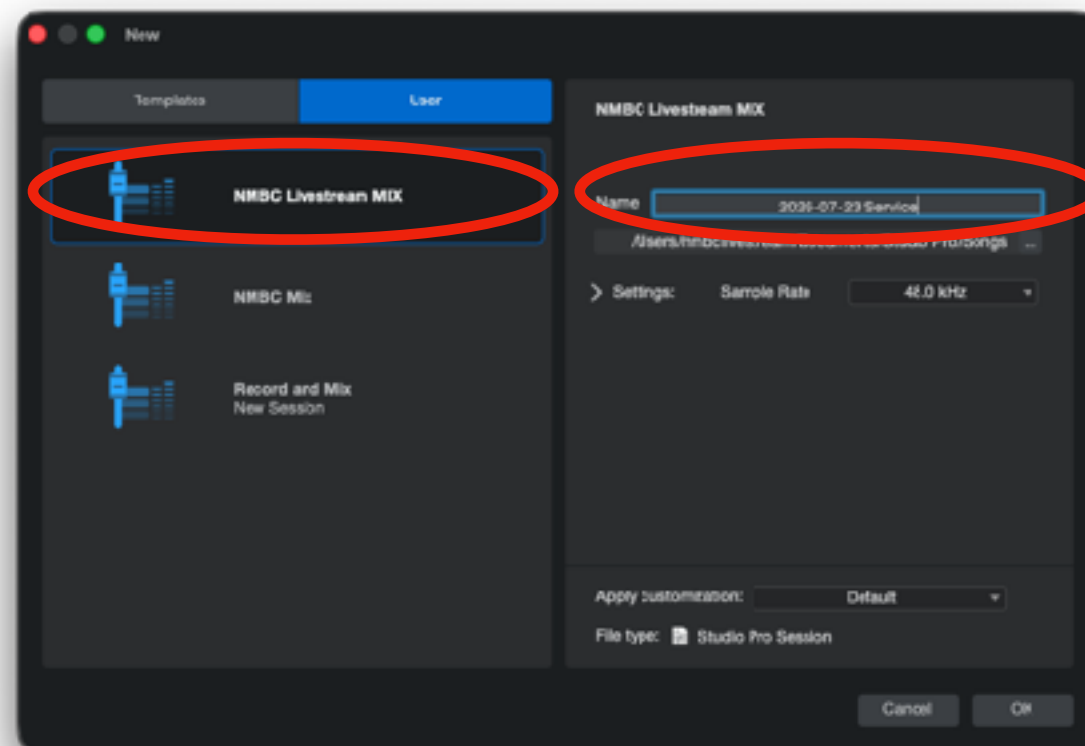
2.) Select **+ New..** to create a new session.

3.) Under the User tab select the template **NMBC Livestream MIX**

4.) Name the project:

Use *Year-Month-Date Service* format.

Click, **OK**.



01 Booting and Setup: Fender Studio Pro

Checking the Audio Setup

1.) Once the session is open select **Studio One** from the top Menu Bar.

2.) Select Preferences.

3.) Select the **Audio Setup** menu. Make sure of the following:

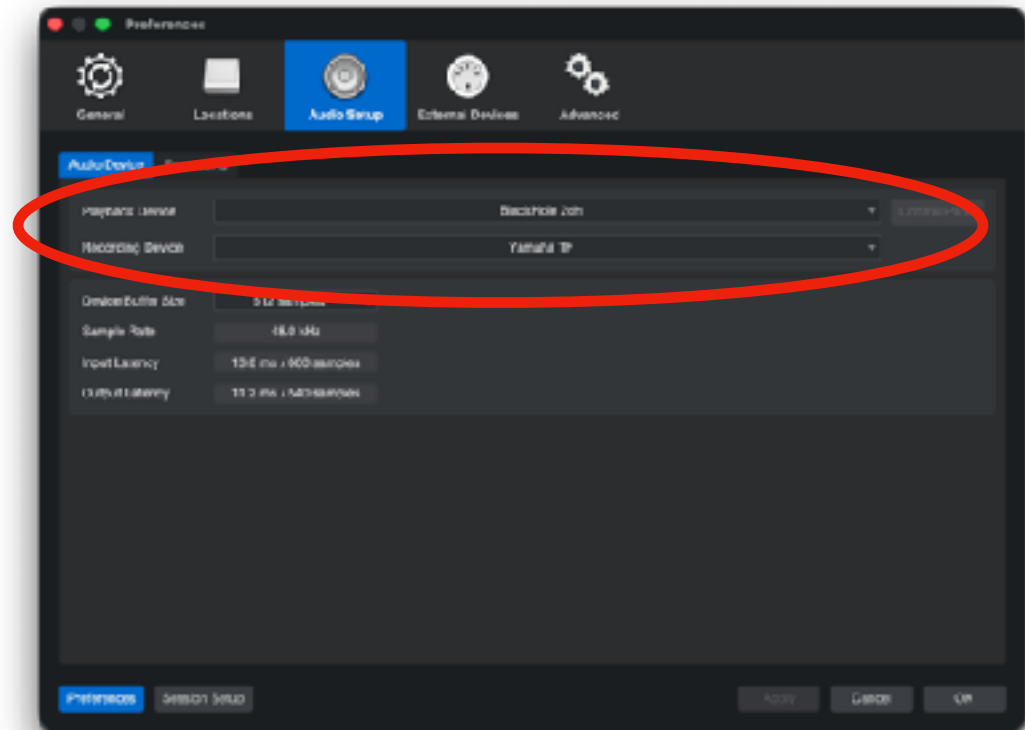
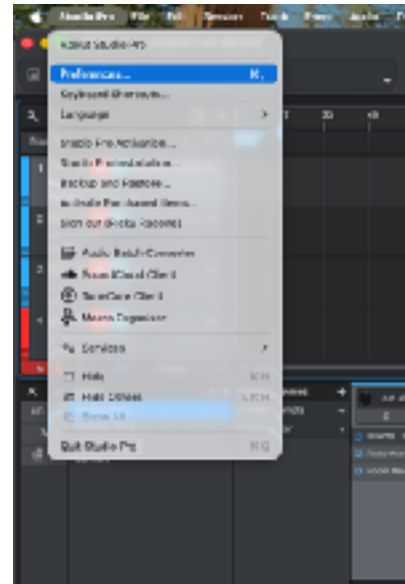
Playback Device: BlackHole 2ch

Recording Device: Yamaha TF

Click, **OK**.

4.) Once back in the recording session scroll down to the channel labelled **Room**. Make sure there is a green level meter next to it.

This meter shows that the program is receiving audio from the sound board.



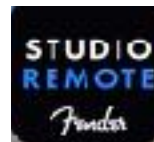
01 Booting and Setup: Fender Studs Pro Remote (iPad)

Connecting to Fender Studio on Streaming Mac Mini

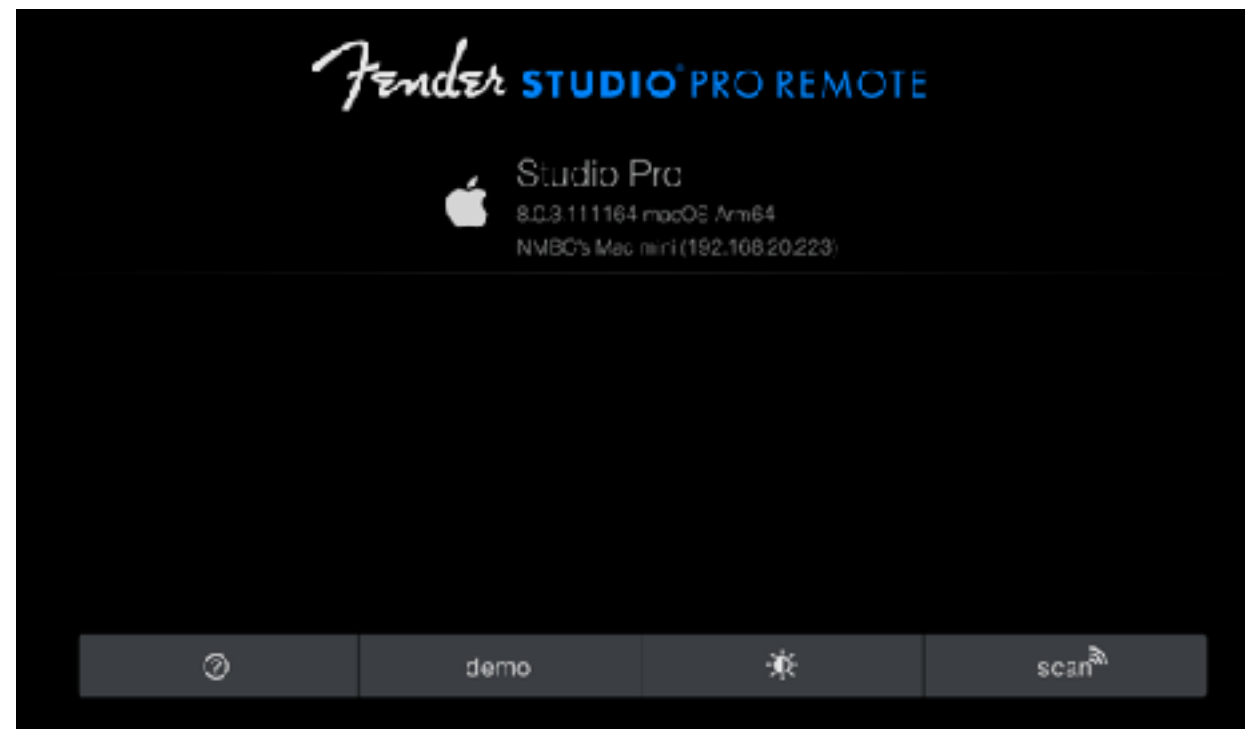
iPad Password: 654321

1.) On STREAMING IPAD connect to the **NMBC Staff** Wifi Network.

2.) Open the Fender Studio Remote App



3.) Select “**Studio Pro**” from the launch screen. Make sure below it says “NMBC’s Mac mini (192.168.20.223)”



Notes: If nothing shows up on this screen double check the network connection, and hit the “Scan” Button.

Sometimes Pastor Ricky’s MacBook will show on this screen when running backing tracks. Make sure to select the NMBC Mac mini.

Overview on using the app in Section 02.

01 Booting and Setup: Fender Studs Pro Remote (iPad)

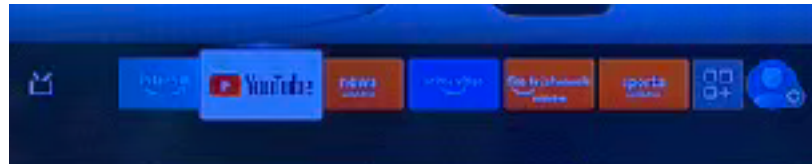
Using the App

Once you've connected to the NMBC Mac mini you will see a display with all the faders. Visually different from the Yamaha app, but similar in nature.

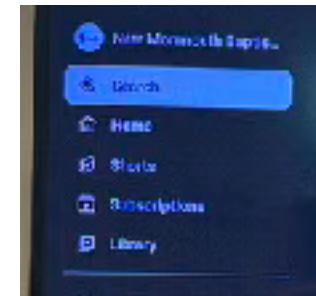
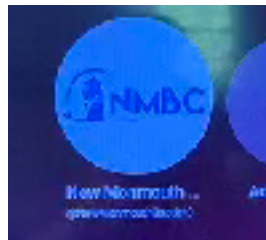
Setting Up Conference Room TV

- Find the Fire TV remote in the Dry Erase board cabinet in the conference room. Power on the TV.

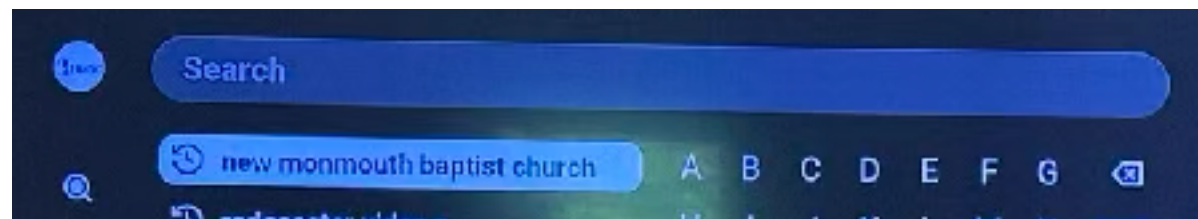
- Select **YouTUBE** from the apps on the top bar



- Select the **NMBC** profile
- Select the **Search** option from the menu on the left side of the screen



- Search for **New Monmouth Baptist Church**



- Select the livestream for the current Sunday morning



Section 02

The Service

Roles, Responsibilities, Program Overview

ProPresenter Operator

As the ProPresenter operator you will need to be attentive to the service and slides from 9:45am until the conclusion of service. During the service you will need to click each of the Important Cue Slides listed on the next page. *(The great news is that you already hit these slides every Sunday! :-D)* It's just really important to hit them at the correct times as we move through the service.

Livestream Video

Verify with Pastor Ricky that everything (MIDI connections, OBS, Youtube) has been setup and is ready to go. ProPresenter will cue most of the scene changes in OBS throughout the service. It is your job to keep an eye on the stream to make sure those cues are happening. You will still need to: hit "Go Live" on Youtube, communicate in the YouTube Chat, Stop the Livestream on Youtube and in OBS once the Outro video concludes.

Livestream Audio

Be setup and ready by 9:45am. Use the iPad to connect to Fender Studio Live. ProPresenter will mute and unmute necessary channels during the service. Use the Buses (blue sliders) to adjust overall volume levels (Drums, Keys, Guitars, Vocals, Wireless Mics). Pay close attention to the service to make sure all necessary audio is coming through the stream. Adjust the individual channels as necessary. *Note: Scenes aren't a perfect science. Sometimes a person may grab a muted mic to talk during announcements or before/after a sermon, you will have to unmute that mic in the app for their audio to come through.*

Main Audio

Focus all attention on in-person service (mixing audio, cuing click tracks, cuing the ambience on iPad). Communicate with Livestream Audio about any changes that may effect them. *Example: If guest preaching pastor wants their pack left on the Livestream Audio person will just have to mute that channel during announcements so their voice doesn't come through on the livestream.*

IMPORTANT: All roles should be in the FMC at 9:30 for our morning meeting and prayer. If there are any changes to the service they can be gone over and discussed then.

Important ProPresenter Cue Slides during the Service

SLIDE	CUES	SPECIAL NOTES
Pre-service Place Holder	Sermon Series logo on OBS, dims front stage lights, and cues back wall colors.	
Countdown Timer Slide	OBS Intro video, begins the stream broadcast in OBS, and triggers the service countdown.	Must start at 9:55 AM (Do not click slide before 9:55am). Livestream Video volunteer will need to hit “Go Live” on Youtube.
Welcome/Service Start Slide	“Camer-Worship” in OBS, cuts pre-service audio, starts recording in Fender Studio, mutes vocal reverb in Fender Studio, Stage Lighting for worship team.	Automatically be cued when countdown timer hits 0:00
Worship Song	Stage display on back TV to show lyrics for the worship team, Stage lights (front and back colors), cues the “Camera-Worship” scene in OBS, Look to display lower-third lyrics on the stream, Enables vocal reverb in Fender Studio.	Applies to all songs, not just the first song in the service.
Announcements Slide 1	Clears lower-third lyrics, cues Stage Display to mirror main screens on the back monitor, triggers name overlays for those doing announcements, cues stage lights, mutes worship team channels in Fender Studio Pro, Unmutes all wireless Mics in Fender Studio Pro.	
Digital Bulletin Slide	Cues an overlay for our App	
Event Announcement Slide	Cues Picture in Picture (PIP) Scene in OBS. (Camera - Announcement/Sermon is the scene title)	These are the announcements that we rotate in throughout the year, not constant ones in the rotation.
Giving Slide	Triggers the QR Code overlay and giving link in OBS.	
NMBC Kids Slide	Cues a command to remove “props” in proresenter.	Props control the overlay graphics for the livestream.
Prayer Slide	Begins sermon recording in OBS, clears props (in case prayer occurs before kids are dismissed).	
Sermon	Cues stage lights, PIP layout, Mutes all worship team mics, and handheld wireless mics, stage display set to mirror main displays.	
Benediction	Clears lyrics from camera on OBS, stage display mirrors main projectors, cues stage lighting, unmutes regularly used benediction mics.	Mics that are live during this time are: The Wireless mics, and Vocal 3 mic.
“Have a great week!” Slide	Cues the Outro video in OBS, Stops recording in Fender Studio and OBS, will automatically cue Post-Service Scrolling Slides.	

ProPresenter “Audience Looks”



ProPresenter “Audience Looks” are used to control how the text or images on a slide displays on specific screens. We use looks to display song lyrics, scripture references, and other parts of the service differently on the screens in the room versus on the livestream. Look for this symbol in the worship songs, you should see it on lyric slides, scripture slides, and blank slides. It will only appear on one slide and slides after it will maintain that formatting until the next “Audience Look” icon is selected.

EXAMPLE: The service cue “Song Start” has the Audience look “Title” included. The next lyric slide should change the audience look to “Lyrics.” The format will remain lyrics until either a scripture or blank slide appears. Those slides should have the audience look icon on them. The lyrics slide following a scripture or blank slide should then have the audience look “Lyrics” applied so proper formatting for the lyrics resumes.

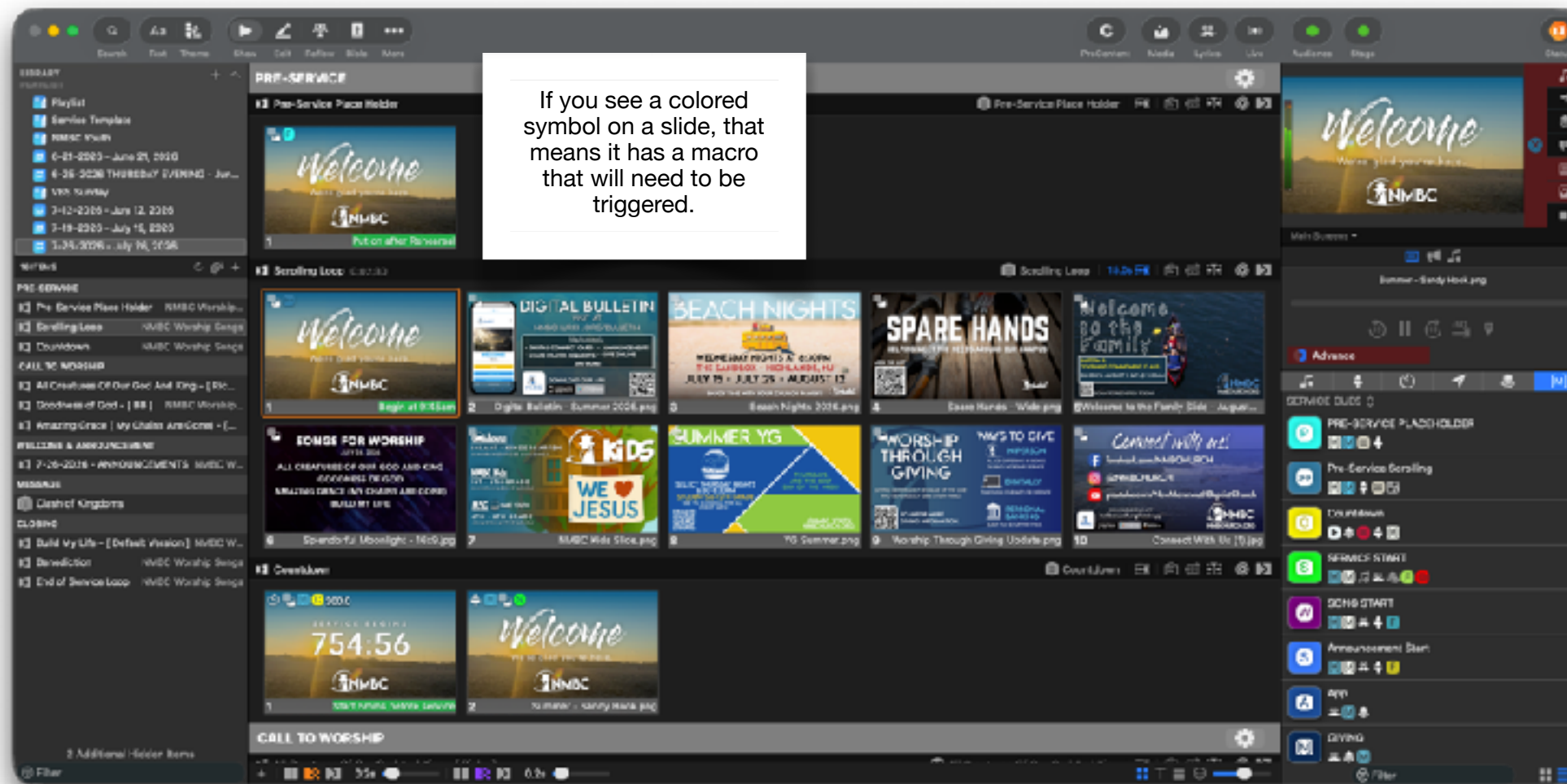
LOOK	DESCRIPTION	SPECIAL NOTES
Title	Displays the Title of Worship song on lower right side of Livestream.	
Lyrics	Displays the song lyrics as “Lower Thirds” on the livestream.	
Scripture	Displays the Scripture during songs in a “Lower Thirds” format on the livestream.	
Blank/Overlay	Will not show any text or images from the slides on the livestream. Only camera feed is visible. Props overlays like Names of speakers, Digital Bulletin Graphic, and Giving QR Code will display on livestream if cued.	CCLI slides will appear as blank on the livestream.
Sermon	Will enable the sermon slides to be displayed on the livestream computer in the traditional PIP format.	

02 The Service: Roles, Responsibilities, and Program Overviews

ProPresenter Overview

ProPresenter is not only our video projection software but it is now our command center for all aspects of the AV media. It will display slides on the screen, change scenes in OBS, control our lighting, and cue our audio recording software. This will bring seamless synchronization between the various aspects of our service and the livestream.

EXAMPLE: The Countdown slide will now cue: the countdown on the screen, the Intro Video in OBS, and start the livestream on YouTube. This will eliminate the need for the video projection and live stream video person from having to sync up.



This is the “Macros” menu. Macros are used to send multiple commands to different locations using one mouse click.

We have macros built and programmed for various parts of the service. They can incorporate MIDI Commands, Stage Display Cues, Audio Cues, OBS Cues, and Lighting Cues into one scene.

Macros can be dragged and dropped onto any slide.

OBS Overview



Scenes change what is displayed on the livestream. Each scene has capability to be changed via ProPresenter cues throughout the service.

If you click on a scene it will automatically display on the livestream.

The Audio Mixer shows you the level of audio coming into OBS. The goal is to consistently have the audio into the yellow.

You can monitor the audio by clicking the headphones icon and listening through the headphones plugged into the Mac Mini.

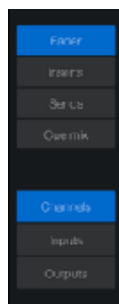
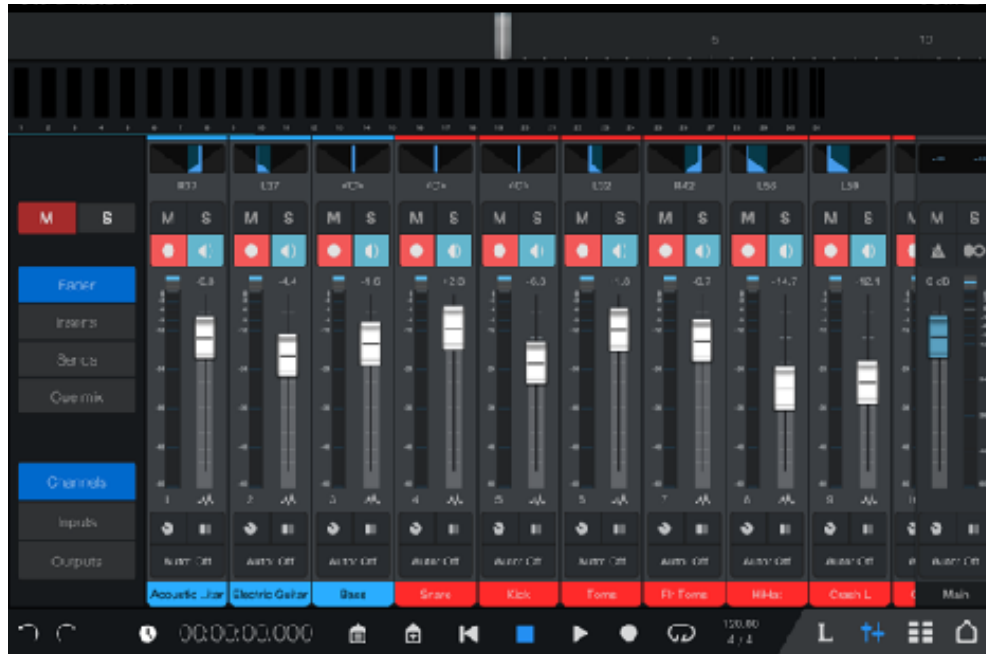
The display shows exactly what is being sent to YouTube.

These buttons are used to control the start/stop of the stream and recording. These functions are also controllable via cues from ProPresenter.

Important: Though the majority of scene changes and cues are controlled by ProPresenter, not all are. For scenes like Communion, or functions like stopping the stream a person will have to click those cues. Also cue may get forgotten in ProPresenter, the livestream video person should always be watching to make sure the proper scene is displaying.

Fender Studio Pro Remote Overview

Once you've connected to the NMBC Mac mini you will see a display with all the faders. Visually different from the Yamaha app, but similar in nature.



Understanding the Symbols



- The channel is recording. (We record all the channels for post-editing puposes.)



- This symbol means that the audio from this channel is going to the livestream. Most of the channels will go to the stream. (The click track is a channel we record but do not want to go to the livestream.)



- The gray fader is for adjusting the volume on individual channels.



- The blue faders are for adjusting volume of groups of channels. (Drums, Keys, Guitars, Vocals, Wireless Mics). You will see these at the far right end of the channel input list.



- This button means mute. If this is selected (red) the channel will not come through on the stream.



- This button will play a singular channel only or a singular group of channels only. **Don't use this button.** If you see this button is yellow, press it and turn it back to grey.

- You don't need to press any of these buttons. Just make sure "Fader" and "Channels" buttons are colored Blue. (They are by default)

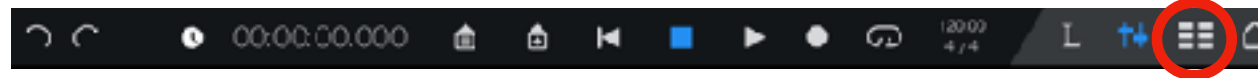
- This is the master volume. Leave this at 0 db and adjust the channel group volumes instead. You don't need to use this fader.

ProPresenter should start the recording but if the record button is not Red at the start of service, press the button to begin recording. (The entire service should be recorded.) Once the service ProPresenter will automatically end the recording.



Fender Studio Mix Scenes

Mix Scenes in Fender Studio Pro allow mutes, effect settings, and other functions to occur with a single click. ProPresenter is set to cue these mix scenes. *In the event that ProPresenter is unable to cue the scenes you can manually cue them at the proper time during the service using the scenes menu.*



SCENE	CUES	SPECIAL NOTES
Service Start	All Instrument Buses (Drums, Keys, Guitars, Vocals) unmuted. Vocal reverb is muted.	<i>It is important for every to be muted when someone is talking so they can be heard more clearly. Reverb is best used for singing.</i>
Worship Song	All Instrument Buses unmuted. Vocal reverb is unmuted.	This scene is used for every song.
Announcements	All instrument buses are muted. Wireless Bus is unmuted.	All the wireless mics are included in the Wireless Bus (Preaching mic and both handheld mics)
Sermon	All instrument buses, and both wireless handheld mics are muted. Preaching microphone unmuted.	

Fender Studio Buses *(Buses = Group)*

SCENE	CUES	SPECIAL NOTES
Drums	All the drum channels. Snare, Kick, Toms, Floor Toms, HH, Crash L, Crash R, Ride, Drums L, Drums R.	<i>Drum mix balance is tough, use the Bus instead of adjusting individual channels as much as possible.</i>
Keyboard	Keys L, Keys R, MainStage L, MainStage R, PADS	
Guitars	Acoustic, Electric, Bass	
Vocals	Vocal 1, Vocal 3, Vocal 4, Vocal 5, Room	<i>Vocal 3 is the primary leader for the morning. They're vocal should be heard the clearest. Vocal 1 is rarely used.</i>
Wireless	Preaching Mic, Wireless Handheld, Wireless Handheld 2	<i>If preaching mic is left on by the speaker it needs to be muted on the app or their voice will come through.</i>

UNGROUPEd: iMac, Click. It is important that the Click track remain muted so that it doesn't come through the stream. It is by default.

Yamaha TF5 Overview

In order for this setup to work the iMac and iPad channels needed to be rerouted to a fader channel. Fender Studio can only receive audio on channels 1-32. See changes below.



The Reverb (hall) and Delay no longer have faders. They must be turned on and controlled from these knobs.

iMac and iPad faders are now located between the Groups and Talkback. They are colored Green.

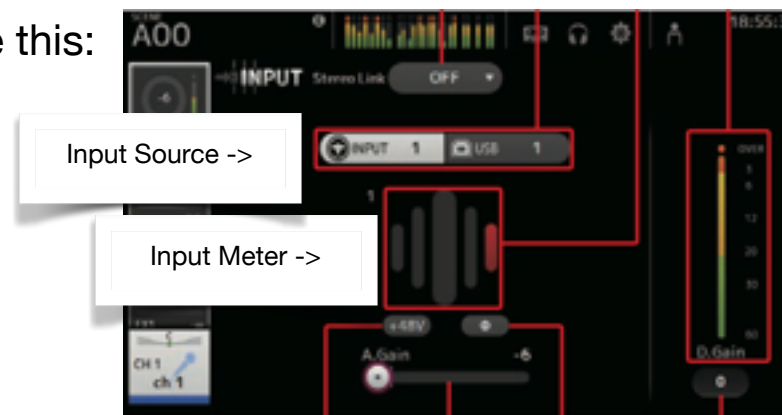
02 The Service: Roles, Responsibilities, and Program Overviews

Yamaha TF5 Basic Functions for Service/Rehearsals



Yamaha TF5: Assigning the Click to be controlled from the stage

- 1.) Select **INPUT 1** from the Fader Bank buttons
- 2.) Press the **SEL** button on Channel 9 - Click
- 3.) On the touch screen press the number on the top of the Channel 9 channel strip that is displayed
- 4.) You should see a screen that looks like this:



(Note: These example images are from the manual not our exact board.)

- 5.) You will see 3 buttons above the input meter: **Input 9**, **USB 9**, **Slot 9**. These are your options for where the board will receive the Click iPad signal.
 - To have the click track play from the Sound Booth (our usual setup) make sure **Input 9** is selected and iPad is plugged into channel 9 on the back of the sound board (Plug in the Blue XLR from the iPad)
 - To have the click track play from the Stage make sure **Slot 9** is selected and the iPad is plugged into the dedicated XLR on the stage (Plug in the Blue XLR from the iPad)
- 6.) Once Click iPad has been assigned select **INPUT 2 & OUTPUT** simultaneously to return to the custom fader display.

Section 03

Shutting Down the System

iPad (Livestream Audio)

Hold the Lock and Volume up button. Power down the iPad. Put iPad and all other power cables in the black case. You can leave the case in the conference room on the radiator next to the dry erase board.

Streaming Mac Mini

- 1.) Save the Fender Studio Pro session (⌘S) and quite the program (⌘Q)
- 2.) Click the  on the top tool bar. Select Shut Down. Leave the box unchecked for reopening any windows.

ProPresenter Mac Mini

- 1.) Quit ProPresenter
- 2.) Click the  on the top tool bar. Select Shut Down. Leave the box unchecked for reopening any windows.

Stage Power

- 1.) Open the breaker box furthest right on the back wall of the Electrical Closet
- 2.) Turn OFF breakers 25, 27, 29 (There is tape with green marker labeling them)
- 3.) Turn off any lights (unless people are still in the FMC, ask Pastor to shut them off)

Yamaha TF5

After shutting down the stage power you can power down the mixer by pressing the power button on the back right corner next to the power cable.