

Caversham Heights Methodist Church
Appendix 3 –Audio Visual facilities

We have extensive audio visual facilities available for use in worship, services and meetings as follows:

- Comprehensive sound amplification with multiple fixed and radio microphones, tape player, CD player and audio recording facilities.
- A computerised 'Presentation Manager' system (this is not Microsoft's PowerPoint system) for the display of:
 - Hymns and songs:
 - We have the full range of items loaded from the Methodist Hymns & Psalms and our own supplement (Born in Song) as well as a library of other (American) material. We also have Mission Praise (Combined) (Nos 1-798) plus some of the more popular items from Mission Praise Complete (2005)
 - We can load any song or hymn you would like included – but please let us have your input (preferably in 'soft' format) in good time
 - Bible Readings:
 - Our standard is to use the NIV Bible and to project all readings on the screen
 - We do have other versions of the Bible (American spellings) but not The Good News version
 - Liturgy:
 - Most of the Methodist Worship Book services have been pre-loaded
 - Please check with us if you need an order of service from the MWB.
 - Pictures and Images:
 - We have a library of items which, currently, is not very extensive
 - We can include your 'bmp', 'tif' and 'jpg'. files if you let us have them in good time
- We can dynamically switch between the 'Presentation Manager' system and PowerPoint slide shows – please let us have any PowerPoint material well in advance
- We can also incorporate DVD clips, 'mpg' and 'avi' files – please let us have any items well in advance
- There is also a video camera available – this is particularly useful for baptisms, children's addresses, etc. so that activity at the front can be displayed to people at the back of the church:
 - The camera can be remotely controlled but we would like to agree any 'production' issues with you before the service
 - We do not normally video- record items (the camera is reached by a ladder!)

- It is also possible to connect your lap-top computer at the preaching station and project the images directly to the screen – again, this needs time to be set up.

The key point is to give us plenty of warning about your requirements – please don't arrive at the last minute as the technology may not be immediately available!