

Online Worship Kit – Instructions

Requirements:

- PowerPoint*
- A Google Account (Google Drive and Google Slides)
- A YouTube Account
- Video recording device (camera, smartphone, or tablet)

Create Your Worship Presentation

Included in this kit is an Online_Worship_Template.pptx. Open in PowerPoint and update the prayers, readings, and other text as needed. Don't try to embed video or audio in PowerPoint: You'll do that later.

Log in to your Google account and go to Drive. Upload the PowerPoint file that you just modified. To do so, under "My Drive" near the top, select "Upload Files."
(Google accounts are free and come with 15GB of free storage in Drive.)

In Google Drive, Double-click on the file. When it opens, click the button to "Open with Google Slides." Once it's open in Google Slides, under the File menu, select "Save as Google Slides."

Please note: Back in Google Drive, you now have two versions: the PowerPoint you uploaded and the Google Drive document you just created. The only difference in the name is that the PowerPoint ends in .pptx. You can delete that, or keep it as a template to work from next week. Just don't get the two confused. You might want to right-click on the Google Drive version and rename it.

Videorecord your sermon. You can mount a camera or a smartphone on a tripod, or just put a smartphone or a tablet on a music stand. You can use a mic that plugs into your device, but the device's built in mic will probably suffice, since you'll want the tripod or music stand close to you to get good video.

Upload the video to your YouTube account. (Of course, you could edit the video in iMovie or other software to trim out any excess footage at the beginning or the end, add a fade-in and fade-out, add a still shot of your church, etc. – but none of that is required.)

Copy the URL of the video in YouTube and return to your presentation in Google Slides. Navigate to the Sermon slide and, under the Insert menu, select Insert Video. Paste the URL in the search box, search, and then click on the video to select it. Hit the Select button at the bottom.

Find YouTube videos for the hymns you want (preferably with lyrics) and insert the link to them in a similar way on the hymn slides. Note that the link to the Gloria Patri is included on the template slide. Just paste it in.

Optional audio:

Optionally, you can record a liturgist reading the readings. iPhones have a built in App, Voice Memos, under utilities, which works just fine. Note that the file will need to be converted to a WAV file or an MP3 to work in Google Slides. Google "Audio Converter – Google Chrome" if you don't already have a way to convert the file. MP3s are much smaller and will take up less of your allotted Google Drive space than WAV files.

After you've converted the audio file, upload it to Google Drive, as you uploaded the PowerPoint file. In Google Drive, right click on it and select "Share." In the window that pops up, click "Advanced." Under "Who Has Access," click "Change..." and select "On – Anyone with the link." Save. If you do not do this step, users will get a message that they don't have permission to listen to the file.

Now, back in your presentation in Google Slides, navigate to the slide with the readings and, under the Insert menu, select "Audio" and choose the file. Right click on the sound icon and select "Format Options." If you have multiple slides for the readings, uncheck "Stop on slide change" so users can continue to listen as they flip through the reading slides.

Sharing

When you have the presentation the way you want it, click the Orange Share button at the top right. Copy the link and distribute it through Facebook, on your Website, with an e-mail blast, etc. Anyone with the link can view the presentation without having to have any sort of account.

*Note: If you don't have PowerPoint, simply upload the PowerPoint file to Google Docs and make all text changes in Google Slides.