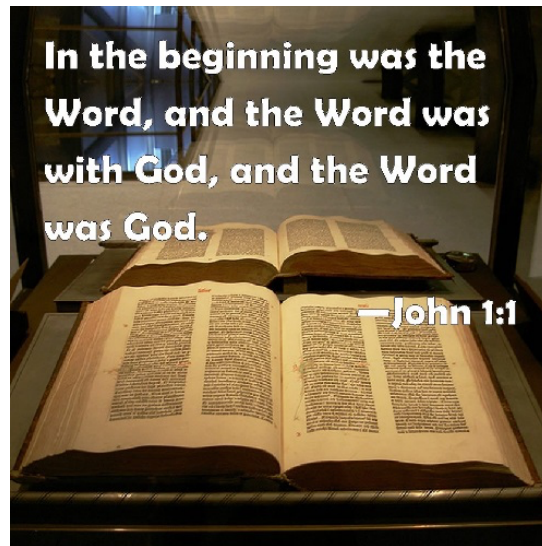


ST. THOMAS AQUINAS

CATHOLIC PARISH

The Parish for Families to Meet Christ



Sound Technician HANDBOOK

Prepare. Serve. Engage

St. Thomas Aquinas Ministry of the Sound

Revised 5-16-2021

A History of Sound in the Catholic Church

Introduction

The ministry of sound supports the proclamation of the Word, active participation in the Mass and congregational singing. The responsibility of proclaiming God's Word for the Christian assembly is a humbling and deeply rewarding experience. The purpose of this handbook is to help all sound ministers understand the various responsibilities associated with this ministry.

Qualifications

Participant in the Ministry of Sound at St Thomas Aquinas should have the following qualifications:

- Is an initiated and practicing member of the Catholic Church.
- Regularly attends Mass.
- Fully embraces the words and prayers that are offered in Mass.
- Gives positive witness to the Christian life.
- Possesses full knowledge of the Order of the Mass.
- Is willing to take instructions in a positive manner
- Can problem solve quickly under pressure.
- Current EIM training (need every 3 years)

Prayer of Sound Technicians

Dear Jesus, thank you for calling me to be a sound technician at Your Eucharistic celebrations. Let me take this role seriously and diligently by striving to be a better Catholic Christian.

By my physical action of managing the sound system, I am the instrument that prevents distractions from You as You become present to the assembly in Your word and through whom You impart Your teachings. Let nothing in my manner disturb Your people or close their hearts to the action of Your spirit.

Cleanse my heart and my mind and open my ears so that I may hear Your Word with clarity.

Amen

General Responsibilities

Preparation

- Ministers of sound should arrive minimally 35 minutes before Mass so they can set sound for the musicians and cantors as well as the Rosary Leader.
- They are also responsible for placing batteries and microphones on the wireless packs for the Deacon and Priest.

Before Mass Begins

- Sign in at Ministry sign-in 35 minutes prior to Mass.
- The sound technician should check sound system to assure that both the sound board and amplification system are turned on.
- Set sound for Rosary leader. **Be sure they know which mic and stand to use.**
- Get microphones set for Priest and scheduled Deacon (the deacon schedule is found in the vesting sacristy). Check the batteries for the wireless packs for the presider and deacon. Make sure the batteries are charged and that they are present!
- Check with the musicians to see which channels are in use.
- Keep the musicians' channels muted until all musical instruments (guitars, keyboards, basses, etc.) have been plugged in. This will prevent any unwanted noises.
- Keep the L-R masters unmuted.

After Mass Ends

- Turn the sound equipment off.
- Ensure wireless mics are put back properly.
- Log any opportunities for improvement or any problems with specific microphones and tell the Liturgy Director or Sound Coordinator.

Quick Start Guide for Sound System

START-UP OF SOUND SYSTEM

1. Push the Power button once (top right on Sound Craft mixing board) – do not hold it down. After board boots up, tap “**SECURITY**”, then double tap “**Ministers of Sound**” “**Volunteer**” on screen. A keyboard will come up and type “**STA**” and push the **APPLY** button (to the right on the screen)
2. Push white button (**START SEQUENCE**) on rack under counter to the right.
3. Determine which wireless mics will be used **P1, P2, D1, or D2** (ask Father or the deacon) and set those volume controls (faders/sliders) to between **-5** and **-10**. The **ON (mute)** buttons above the required channels need to be turned on (**green** light comes on when pressed) to activate that microphone. When the priest or deacon speaks, you can adjust volume if needed using the channel fader. **The priest and deacon should be left on through the entire Mass** unless they forget to mute prior to entering the nave of the church, during communion, or after leaving the nave of the church.
4. Set the volume for ambo and cantor mic at -5. The **ON** buttons above the two channels need to be turned on (**green** light comes on when pressed) to activate that channel. **Do this 5 minutes prior to the start of Mass.** Adjust the volume if needed using the fader.
5. Make sure the **ON** button above the L/R Main (right lower part of the board) is on (**green** light comes on when pressed) and fader is set to -8 (this should not be changed or turned off).
6. Set the volume for the Choir mics if needed (C1, C2, C3, C4) or the instruments by channel number. Voices are usually set around -5 and instruments -15 to -25. Listening in the lobby helps to determine best volume.
7. When having someone check mics, have them either snap fingers or speak. Do not tap mics.

SHUTDOWN OF SOUND SYSTEM

1. Mute (turn off by pushing green button) wireless mics, cantor, and ambo mics and push volume (faders) to bottom. **DO NOT turn off the light above L/R Main or change its volume.**
2. Push white “**START SEQUENCE**” button on rack to initiate shutdown. Lights should go out after about 1 minute.
3. Push Power button on Sound Craft mixing board for 3 seconds and release. The button should flash and then push once to complete shutdown.

During Mass

The general sequence of actions during the Mass is indicated in the table below. Note that both lectors' duties are completed before the Liturgy of the Eucharist. Specific description of the lector's duties with respect to each of these tasks is provided later.

| <i>Part of Mass</i> | <i>Subpart of Mass</i> | <i>Responsible Individual</i> |
|----------------------------|-------------------------------|--------------------------------------|
| Introductory Rites | Announcements | Deacon & Celebrant |
| | Entrance Hymn | Cantor/Choir |
| | Greeting | Celebrant |
| | Kyrie/Gloria | Cantor/Choir |
| | Collect Prayer | Celebrant |
| Liturgy of the Word | First Reading | Lector #1 at Ambo |
| | Responsorial Psalm * | Cantor/ Lector # 1 at Ambo |
| | Second Reading | Lector #2 at Ambo |
| | Alleluia Verse | Cantor/Choir |
| | Gospel | Deacon/Celebrant |
| | Homily | Celebrant |
| | Profession of Faith | Celebrant |
| | Prayers of the Faithful ** | Celebrant & Deacon / Lector # 2 |
| Liturgy of the Word | Offertory Hymn | Cantor/Choir |
| | Eucharistic Prayer | Priest |
| | Sanctus | Cantor/Choir |
| | Sign of Peace | Deacon |
| | Agnus Dei | Cantor/Choir |
| | Communion Hymn | Cantor/Choir |
| Concluding Rites | Closing | Priest |
| | Dismissal | Deacon or Priest |

****The Responsorial is normally sung by one of the Cantors. When it is not sung, Lector #1 proclaims it.***

***** When the Deacon is not present, Lector # 2 will read the Prayers of the Faithful from the Ambo.***

After Mass

Any problems encountered during the Mass which are related to the performance of lector, music, or cleric duties should be reported to the Liturgy Director or Music Director.

Special Instructions- Playing a CD

The place the in the CD playback deck under the counter in the soundbooth to the right of the soundboard.

To play, press the **B fader** button shown in the photo, adjust the volume to -30, and unmute the CD channel as shown in the attached photo. To find the CD channel hold the “SEL” button on each channel that has just lit up. Look at the screen as you do so and when the screen popup says “CD” that is your channel.



Then, when it is time to play the CD, press play on the CD player to the right as shown in the photo below.



When finished turn off the channel, pressing the green button, then switch back to Fader A

Administrative Information

St. Thomas Aquinas uses a ***Ministry Scheduler Program*** to schedule Sound Technicians. Using a logon ID and password you can input your ***preferred mass times and also the dates that you will not be able to serve***. Every effort is made to insure that sound techs serve during their most preferred Mass. In most cases sound techs are assigned to Masses when other family members in other ministries are serving. The new schedules are ***posted with advance notice to update your schedule***.

If you have signed up for this ministry and are not included on the schedule, please contact the Liturgy Director.

Sound Coordinators

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