

Pennington Media Home Page



Welcome to the Pennington Media Site

Information stored here is for the use of the Pennington Media team in their effort to develop meaningful worship services for the congregation.

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Guidelines for Media Developers

- You will receive the information needed to build the weekly presentation no later than the first of the week. Ray has been sending out the info to Thom on a monthly basis so you should have it in plenty of time to start your build earlier than the week you are scheduled. Thom may not make his changes/additions until the week of the build. Please be flexible and understand that information about choir attendance, how rehearsals have been going, etc... play a factor in his information.
- Ray has “Themes” for each weekly service. Please pay attention to this and apply your pictures to blend with his chosen theme. The theme is stated in the information mailed with the service(s) by Thom and again by Marilyn.
- Please install all information received via email. IE: the entire song, the entire reading, etc. Thom will make the final decision on what to cut/delete. If in doubt, ask questions or go ahead and add any information in question. It is easier to delete the information than create and add new text on Sunday morning.
- Proceeding forward we would like only 2 different “filler” slides. Thru the first half of service use one “filler” slide and then at appropriate point start using 2nd “filler” slide till end of service. Again the pictures

should match the theme if possible. Sometimes it is not possible to match pictures then use a generic picture such as cross, landscape, flowers, cross, etc.

- Ray prefers using the NRSV translation for the scriptures. Thom has sent out an email to the new portal <http://home.comcast.net/~wtgarrison/site/>. From here you can access the server which includes all services, pictures, etc... There is also a link to an NRSV translation to copy scriptures for slides.
- Use fonts that are easy to read. Use 48 – 54 font size and bold letters for everything that the congregation will have to read. Any readings by minister, lay leader, etc may use smaller font size and **DO NOT BOLD**. But remember that the choir has a longer range to see the back wall so make sure the choir members can read all responses also.
- Line spacing is important. Use 1.5 spacing on everything that the congregation has to read or ask us about learning alternative spacing.
- When you import/copy a picture for the presentation make sure it is not blurry. If you find something on the internet then click on “full size” to see picture and then copy and paste it into PowerPoint slide. Most of the time this will take care of any blurriness.
- Please do not place a picture behind anything that the congregation has to read or sing. We are realizing more and more that this makes it difficult to read (even more so for the choir!). So we need to have solid colored backgrounds with good contrast between background and text.
- Watch colors for backgrounds and letters. Some colors are very “brassy” or “glary”. Always run the slide show on your computer before finishing checking for colors and blurriness.
- Marilyn will send out a final bulletin by Friday of each week. Match your outline with hers. If any differences, then notify Thom or Vicki.
- When you send out the final presentation it should go to: Thom, Ray, Vicki, Nancy S., Nancy M., Richard, Josh, Carolyn S., Alex, Hillary, Joan, and Lee. We ask that each person “proof read” the presentation and if any corrections/additions are needed then please email the person who built the presentation and copy everyone on the email.
- We send the presentation out to the projectionist so they can become familiar with the service before Sunday a.m. It might not be their Sunday but if they have to fill in at the last minute then there won’t be any surprises.
- Please do not get offended if Thom or I (or anyone else on the team who is assisting in the final edits) changes something in your presentation. We do realize that you have worked extremely hard on putting this together, but when we review them on Sunday morning or before, there are some occasions that either your pictures do not go with the service or are too blurry, colors are too glary, or fonts are not large enough. Our job is to make the final presentation easy to read, flow nicely from slide to slide and an overall worshipful experience.
- We appreciate each and every one of you and thank you for your dedication.