

Guideline for Sunday Power Point Preparation

The purpose of this guideline is to help us to produce error free slides for our Sunday Service, which is an important part in Sunday Service.

Sunday sermons are posted at our website. We also upload our worship song power point slides to our website. It saves us time from duplicating slides that already exist. It is our hope for you to follow the guidelines below to help a well prepared service.

1. PPT Preparer

Please refer to the following steps to prepare slides for Sunday worship.

1) Check if the songs you are going to prepare are available on church website

From lccc website: <http://www.lccccky.org/> Click **Songs** in left menu, which brings you to the following page: <http://www.lccccky.org/worshiphymns.asp>

On top of this page, you will see the following two links for ppt download:

Power Point Download: [教会圣诗](#) [其它赞美诗歌](#)

Those two pages post songs in power point that already used in our church worship. The page [教会圣诗](#) posts the songs from our church song book while the page [其它赞美诗歌](#) has other songs.

2) Download ppt from church website

If you can find the songs you need, you can download them here. Please check with song leaders to make sure that song lyrics are the same as they sing.

Note: When you copy/paste a slide from the ppt you download to your new ppt file, the original format may not be kept. If you want to keep the original format, you may save the ppt file as image slides and insert each image slide to your new ppt file.

3) Make slides

If you can't find the songs there, please make new slides. If it is from [教会圣诗](#), please add song number such as **S134** to either song title or footer.

4) Good contrast

When you make new slides, make sure to have good contrast between song lyrics and background.

5) Send PPT file to song leader for proof reading by Saturday

6) Setup projector on Sunday

If you are in charge of Sunday slides, please arrive at Church 10:30 AM Sunday to setup projector.

7) Send ppt file including Eva or Mingyong

After Sunday service, please send the slides to Eva or Mingyong to upload to the site.

Tips for PPT Preparer:

- 1) After slides are finalized, print out a hard copy and bring it to church with you. It will be easier if you need to go to a certain one not in the original order.
- 2) Do not use fancy large size images in the background so it will take less time to load the slide for slide show. Especially when there are several files need be switched back and forth.

2. Worship Leaders

1) Give adequate time to PPT preparer for PPT preparation

Please give the songs you selected to ppt preparer of the week as early as possible. In normal situations, please do it no later than Wednesday. Be sure to indicate the order that they will be sang.

If you make slides yourself, please send your ppt file to ppt preparer no later than Friday.

2) Check the accuracy of the lyrics

Please make sure that the lyrics are the same as what you will be singing. Check the lyrics before or after slides are done. The latest time to do this is Saturday.

3) Lyrics with both Chinese and English

It is recommended that the song slides will have both Chinese and English. Therefore, please try to select songs with both languages, or with translations, or get help with the translations.

- 4) When you give songs to PPT preparer, please try to provide him/her with the sources of songs, for example,

Amazing Grace – Church Hymns Book

Wonderful Creator – SOP

Lord, I Believe – Lamb Music