

ASSIGNMENT INSTRUCTIONS & RUBRIC
Planning Center Online (PCO) Project

Part 1 [Due 1 February (11:59 pm), 75 total points]

- Create a free account on Planning Center Online
 - <https://www.planningcenter.com/services>
 - Directly below the “Plans and Pricing” Section there is a section titled “Looking for a free plan?”
 - click the [Start with the free plan] link and follow the instructions to set up your account
- Create your Service Type, Times, Teams
- Set up your people
 - Include yourself as the worship leader so that Dr. Tatum may identify your project.
 - Include Dr. Tatum as one of your five people so that he can evaluate your project. Use this email: tatumd@obu.edu. Make sure you send an invitation email.
 - Include three other people (they can be imaginary with imaginary email addresses) to fill out your five people.
 - Give each of your people specific roles/make them part of specific teams.
- Add songs to your database
 - Upload files
 - Upload any charts you may have to the song (e.g. piano, chord charts, instrumental charts). I would suggest using free songs from Sovereign Grace Music [<https://sovereigngracemusic.org>].
 - Link a YouTube video of the specific arrangement
 - Links to iTunes, Spotify, Apple Music, and/or Amazon Music
 - Add enough songs to fill two normal services (I would suggest 8–10 songs).

Rubric: PCO Project (PART 1)

Account Setup 50%	1 – Account set up	2 – Account, service type, teams, times	3 – Account, service type, teams, times, people	4 – Account, service type, teams, times, people, songs	5 – Fully set up with all elements
	<p>5 – PCO Account is fully set up with all aspects present: service type, teams, times, people, and 8–10 songs</p> <p>4 – PCO Account is fully set up with all aspects present: service type, teams, times, people, and fewer than 8 songs.</p> <p>3 – PCO Account is set up with some aspects present: service type, teams, times, and people.</p> <p>2 - PCO Account is partially set up with a few aspects present: service type, teams, times.</p>				

1 – PCO Account has been created, but no further activity is in evidence.

Document Uploads 30%	1 – Few Documents	2 – Documents for some songs	3 – Documents for most songs	4 – All songs have at least one document uploaded	5 – All songs have multiple documents uploaded
<p>5 – There are multiple documents/charts (e.g. chord chart, piano chart, vocal chart, lead sheet, other instrumental charts) uploaded for every song in the PCO account.</p> <p>4 – All songs in the PCO account have at least one document/chart uploaded.</p> <p>3 – Most of the 8–10 songs have at least one document/chart uploaded.</p> <p>2 - Some of the 8–10 songs have at least one document/chart uploaded</p> <p>1 – Very few documents have been uploaded</p>					

External Links are Present 20%	1 – Few links are present	2 – Some songs have at least one link present	3 – All songs have at least one link present	4 – Most songs have multiple links present	5 – All songs have multiple links present
<p>5 – All of the songs have multiple external links present (e.g. YouTube, Apple Music, Spotify, Amazon Music).</p> <p>4 – Most of the songs have multiple external links present.</p> <p>3 – All songs have at least one external link present.</p> <p>2 - Some of the songs have at least one external link present.</p> <p>1 – There are very few external links present.</p>					

Part 2 [Due 18 February (11:59 pm), 75 total points]

- Create two Sunday services using the songs you have uploaded.
- Include any additional information and activities:
 - Other plan elements (headers, announcements, Scripture Readings, Sermon (include title and Scripture reference, Prayer, etc.)
 - Add a Sermon Series and title to each of your plans.
- Assign your 5 team members to their specific roles.
- Create and send scheduling emails to your team members

Rubric: PCO Project (Part 2)

Completeness 70%	1 – Few of the suggested elements are present	2 – Service plans include some suggested elements	3 – Service plans include most suggested elements	4 – Service plans include all suggested elements	5 – Service plan is highly detailed
<p>5 – The service plan is highly organized and detailed. Times for each element are included as well as specific instructions to various tech teams. Plan is easily followed.</p> <p>4 – The service plan is organized well with some level of detail. There are sporadic inclusions of tech team instructions. Plan is easily followed.</p> <p>3 – The service plan is somewhat organized with few specific details. There are no instructions to tech teams, and the plan is more difficult to follow.</p> <p>2 - Not all of the suggested elements are included in the service plan. The plan is too simple with no instructions or signposting to assist the participants.</p> <p>1 – Very few of the elements are present. There is not enough information included to successfully navigate the service plan.</p>					

Creativity 30%	1 – There is little organization and little creativity shown	2 – There is organization, but no creativity is demonstrated	3 – Service plans display organization but little creativity	4 – Service plans show good organization and some creativity	5 – Service plans show high levels of organization and creativity
<p>5 – The service plans are highly organized and easy to follow. Including additional worship elements and their respective instructions to various teams indicate a high level of creative thought in planning.</p> <p>4 – The service plans are well organized and easy to follow. The inclusion of some elements and instructions to teams show some creativity in planning.</p>					

3 – The service plans are organized and relatively easy to follow. There are very few additional elements and instructions that demonstrate creativity in planning.

2 - The service plans are organized and can be followed, however, there are no elements of creativity in planning present.

1 – The service plans are disorganized and very difficult to follow. There is no attempt at being creative in planning.

ASSIGNMENT INSTRUCTIONS & RUBRIC
Worship Graphics Project

Graphics Project [Due 28 March (11:59 pm), 125 total points]

- Learn techniques and tips for creating graphics for use in worship.
- Students will create a portfolio of graphics from two different genres:
 - Electronic Graphics
 - Announcements
 - Song Backgrounds
 - Sermon Series Title
 - Social Media Post
 - Printed Graphics
 - Announcement
 - Church Logo
- Create one graphic for each of the items listed above.
 - We will use both PhotoShop in the Lile Mac Lab and a free Canva account on your personal computer.
 - Create a free Canva account [canva.com] and download the Desktop App
- Detailed Instructions: Electronic Graphics
 - Announcement
 - Size: 1920 x 1080 px (150 dpi)
 - Utilize the Golden Rule as discussed in class
 - Leave ample room for countdown timer
 - Promote a coming event at church
 - Song Background
 - Size: 1920 x 1080 px (150 dpi)
 - Utilize rules of contrast and spacing discussed in class
 - Ensure that all lyrics could be clearly seen utilizing your background.
 - Sermon Series Title Graphic
 - Size: 1920 x 1080 px (150 dpi)
 - Create a Title Slide for the sermon series from your PCO Project
 - Incorporate the title and main Scripture passage
 - Draw the viewer in with a creative representation of the series. Reference examples given in class.
 - Social Media Post
 - Size: 470 x 470 px (dpi) (standard Facebook photo size)
 - Promote a coming ministry event
 - Draw the viewer in with a creative post
- Detailed Instructions: Printed Graphics
 - Announcement
 - Size: 4.5 x 5 inches (either portrait or landscape) (300 dpi)
 - Promote the same event as your electronic announcement
 - Use creativity to draw your viewer
 - Church Logo
 - Size: 200 x 200 px (300 dpi)
 - Use creativity to design a logo for a church or church ministry

Rubric: Worship Graphics Project

Parameters Met 60%	1 – Few parameters met	2 – Some parameters met	3 – Most parameters met	4 – All parameters met	5 – All parameters met and exceeded
<p>5 – All graphics completed to required specifications. Additional graphics, beyond those required, are created.</p> <p>4 – All graphics completed to required specifications.</p> <p>3 – All graphics conform to most of the parameters established.</p> <p>2 - Most graphics complete, but some not conforming to required parameters.</p> <p>1 – Missing graphics, graphics not conforming to required parameters.</p>					

Creativity 40%	1 – Graphics are rudimentary	2 – Graphics show little creativity	3 – Graphics show some creativity	4 – Graphics show creativity	5 – High level of creativity achieved
<p>5 – Graphic content is highly creative, utilizing color, spacing, and content well. The Golden Rule is maintained, and the graphics are highly communicative.</p> <p>4 – There is creative material in evidence throughout the project graphics. There is good utilization of color, spacing, and content. There is evidence of the Golden Rule in most of the graphics.</p> <p>3 – There is some evidence of creativity throughout the graphics. Color, spacing, and content are used well in most of the graphics.</p> <p>2 – There is little creativity in the graphics. Very little attention has been paid to color, spacing, and content.</p> <p>1 – The graphics are too simplistic and unsuitable for use in a worship/ministry setting.</p>					

ASSIGNMENT INSTRUCTIONS & RUBRIC
ProPresenter Project

ProPresenter (Part 1) [Due 14 March (11:59 pm), 25 total points]

- Download and install the free ProPresenter application on your computer from [\[https://renewedvision.com/propresenter/#download\]](https://renewedvision.com/propresenter/#download).
- Explore the internet tutorial resources and videos available for ProPresenter.
 - Tutorials can be found at [\[https://renewedvision.com/propresenter/tutorials/\]](https://renewedvision.com/propresenter/tutorials/)
 - Spend at least 20 minutes watching videos that relate to your level of experience with ProPresenter.
- Create a list containing at least 10 shortcuts you discover while watching the videos.
 - Submit your shortcut list on Moodle
 - Use the following heading for your submission:
Your Name
Technology & Media for Worship
Date
ProPresenter Shortcuts
 - Include the following statement:
 - “I attest that I have watched at least 20 minutes of the ProPresenter tutorial videos.”

ProPresenter (Part 2) [Due 5 April (in class) 130 total points]

- Preparing ProPresenter for your presentation
 - Create a library of songs using the songs from your PCO project.
 - Enter all lyrics correctly
 - You may/may not use punctuation but be prepared to defend your choice during your presentation.
 - Use the Arrangement Feature
 - Create the songs in a “Master Arrangement”
 - Create a “Normal Arrangement” that encompasses the sequence you would normally sing. (e.g. V1, C, V2, C, V3, C, B, C, C, T)
 - Create a series of Templates to use for your presentations.
 - Create 2 song templates (e.g. center justified, upper third, lower third, left or right justified, etc.)
 - Create a template for Scripture passages
 - Create a “Green Screen” template for lower thirds and streaming
 - Create three Media Playlists
 - Background Stills Playlist
 - Upload the song background you created in the Graphics project
 - Find and upload one other public domain background that is appropriate for worship
 - Motion Stills Playlist
 - Find and upload two looping motion backgrounds appropriate for worship

- Create two complete service playlists based on the two services you created in the PCO Project.
 - Include all elements of the service
 - Scrolling Announcements
 - include the announcement you created in the Graphics Project
 - include the other announcement slides I will make available during class
 - All Songs
 - Use your “Normal” arrangements
 - Include backgrounds
 - All Scriptures
 - Sermon Title slide from your Graphics Project
- Presentation
 - Present one or both of your service(s) during class on 5 April.
 - We will scroll through your presentation looking for the following
 - Clarity of text
 - Number of lines/words on screen
 - Contrast with background
 - Continuity of overall presentation
 - Are transitions smooth
 - Is there an overall harmony between all the elements (does everything “go” together)
 - Creativity
 - Are there creative elements included?
 - Are the creative elements distracting or do they help maintain focus?

Rubric: ProPresenter Project (Part 2)

Completeness 25%	1 – Many elements are missing and incomplete	2 – Some elements are missing and incomplete	3 – All elements are present but may not be complete	4 – All elements are present and complete	5 – Number of elements present exceeds requirement
<p>5 – The number of elements exceeds the requirements.</p> <p>4 – All elements are present and complete.</p> <p>3 – All elements are present but are not complete. There are missing arrangements, backgrounds, macros.</p> <p>2 – Some elements are missing and/or incomplete.</p> <p>1 – Many elements are mission and/or incomplete.</p>					

Clarity 40%	1 – There is no clarity in the presentation	2 – There is little clarity in the presentation	3 – There is some clarity in the presentation	4 – All elements are clear	5 – Presentation shows a high level of clarity
<p>5 – The presentation shows a high level of clarity. There is good contrast between textual elements and backgrounds. The amount and typography of the text encourage participation from the congregation.</p> <p>4 – All elements of the presentation are clear. There is a good ratio of text to background. For the most part, the textual elements encourage congregational participation.</p> <p>3 – There are a few issues with clarity in some elements. The ratio of text to background is not managed well on some elements of the presentation. The congregation may have some difficulty participating in some elements of the service.</p> <p>2 – There are many issues with clarity. The contrast ratio between textual elements and backgrounds makes the presentation difficult to read, therefore, making it difficult for the congregation to participate.</p> <p>1 – There is no clarity in the presentation. There are too many words on each slide and the contrast ratio makes the text extremely difficult to read. The congregation may be relegated to spectator status because of the lack of clarity.</p>					

Creativity & Continuity 35%	1 – There is no creativity in evidence	2 – Presentation shows little creativity	3 – Some creativity is in evidence	4 – Presentation is creative	5 – High level of creativity achieved
<p>5 – There is a high level of creativity. All components employ creative backgrounds and there is a general sense of continuity and cohesion that leads to a dynamic presentation.</p> <p>4 – The presentation is creatively done. All components have backgrounds and there is cohesion between all the elements</p> <p>3 – The presentation shows creativity. All components have backgrounds, however, there is a lack of cohesion in the presentation.</p> <p>2 – The presentation has a few elements of creativity. There are few backgrounds.</p> <p>1 – There are no elements of creativity in the presentation. Backgrounds are missing and there is no continuity between elements.</p>					

ASSIGNMENT INSTRUCTIONS & RUBRIC
Tech Report

Tech Report [Due 15 April (11:59 pm), 125 total points]

- Make an appointment to visit a church and see their worship technology set up.
 - You can visit your home church during Spring Break, or your college church.
 - If there are several of you attending the same church, you could make the visit together and write separate reports.
 - When you make your appointment, ask to visit with the person in charge of the tech teams if they are available.
 - During your visit, ask the tech to explain the following:
 - The church's rationale for using technology in worship
 - What technology does the church use to convey the message of the gospel?
 - What are the main technologies the church uses (e.g. audio systems, projection, broadcast/live streaming, lighting, original video creation, etc.)?
 - Use what you have learned to this point in the semester to ask appropriate questions relating to their technological choices and systems.
 - If the tech agrees, take pictures and video of the systems used to help you write your report.
 - Following your visit, write a 400-500 word report detailing what you have discovered about the church's use of technology.
 - Give a very short overview of the systems in use.
 - Include positive things that you observed.
 - Include suggestions for procedures and/or equipment that would assist the church in conveying the message.
 - Use the following format for your report
 - Include a Title Page (*separate page*). The title page must contain the following:

TITLE OF PAPER IN ALL CAPS
by [Your Name]
in Partial Fulfillment of the Requirements for
Technology and Media for Worship—MUWA 3663
Dr. David Tatum, Instructor
[Date]
- Page numbers are not required
 - Use a 1" margin on all sides
 - Left Justify your paper
 - Use double-spaced lines, and 12-point font
 - Do not use contractions.
 - Grading will be based on the following Rubric

Rubric: Tech Report

Content 75%	1 – Report is missing most of the required information and is significantly too short	2 – Report lacks some of the required material and is too short	3 – Report meets all required material	4 – Report meets all required material and evidences good interaction	5 – Report exceeds required material and evidences significant interaction
<p>5 – The report evidences a detailed interview with the church media tech. There is significant interaction with current technologies and needed changes—all relating to congregational participation. The paper exceeds the length requirement.</p> <p>4 – The report evidences a good interview with the church media tech. There is good discussion about the current technological set up of the church.</p> <p>3 – The report meets the length requirement and gives solid information regarding the current technological setup of the church.</p> <p>2 – The report falls short of the length requirement and reveals that no interview occurred. The report does explain the church’s current technological situation.</p> <p>1 – The report falls significantly short of the length requirement and details very little about the church’s technological set up.</p>					

Mechanics 25%	1 – Fundamental errors in grammar. Shows no proof of editing.	2 – Errors in grammar interfere with understanding at times. Shows little proof of editing.	3 – Many grammatical errors evident. Shows little proof of editing.	4 – Some grammatical errors. Shows proof of editing.	5 – Very few grammatical errors. Shows proof of careful editing.
<p>5 – Few errors (perhaps 2–3) are detected.</p> <p>4 – Several grammatical errors are detected.</p> <p>3 – Many grammatical errors detected per page and/or paper has occasional unintelligible sentences.</p> <p>2 - Paper has more than one unintelligible sentence per page.</p> <p>1 – Paper is unintelligible due to the amount and/or severity of grammatical errors.</p>					

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ASSIGNMENT INSTRUCTIONS & RUBRIC
Web Design Project

Web Design Project [Due 6 May (11:59 pm), 150 total points]

- Learn techniques and tips for creating graphics for use in worship.

Rubric: Web Design Project

Parameters Met 60%	1 – Few parameters met	2 – Some parameters met	3 – Most parameters met	4 – All parameters met	5 – All parameters met and exceeded
<p>5 – All graphics completed to required specifications. Additional graphics, beyond those required, are created.</p> <p>4 – All graphics completed to required specifications.</p> <p>3 – All graphics conform to most of the parameters established.</p> <p>2 - Most graphics complete, but some not conforming to required parameters.</p> <p>1 – Missing graphics, graphics not conforming to required parameters.</p>					

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