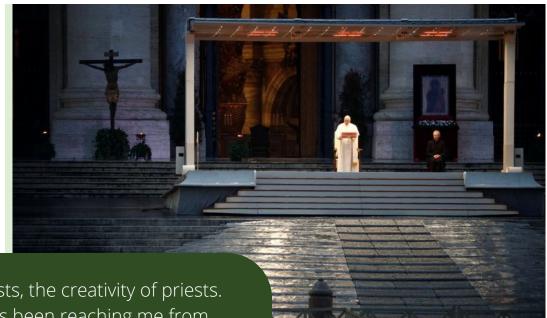




Live Streaming Liturgy

A guide for clergy and parishes exploring it for the first time in the COVID-19 lockdown



"I would like to thank all the priests, the creativity of priests. A lot of news of this creativity has been reaching me from the Region of Lombardy ... There are priests who think of thousands of ways to be close to the people, so that the people do not feel abandoned; priests with apostolic zeal, who have fully understood that during this time of pandemic, one must not be like "Don Abbondio" (character from *The Betrothed*). Many thanks to you priests.

Pope Francis, 15th March Angelus

Forming Missionary Disciples

This resource is for those wanting to start, or have recently started streaming their Sunday Mass, and want to continue through this challenging time, but not install a permanent system.

We realise this kind of technology isn't something most clergy have experience with so we're offering advice tips to help. Some is just background and basic information, other parts different ideas, bits of good practice and equipment that might help improve it. We're trying to pitch it at a couple of levels, those with very little experience and those who want to improve what they're already doing.

There is no one definitive way to live stream Mass, it will all depend on what you're comfortable with, what those in your parish can help with and the technology and connectivity you currently have at your fingertips. As with all technology it's a case of trial and error, problems and solutions are rarely black and white and things will inevitably go wrong. Take on as much or as little as you can manage, or those in the parish can help with, and when things go wrong, don't worry too much.

Our reason for putting together this guide is to help raise the quality and interactivity to help make it easier to engage with from home. We're thinking especially of those with children, those who don't have a quiet place in their house where they regularly pray and can more easily engage with a live stream Mass, and those who are hard of hearing.

Inevitably a portion of the parish will not be able to engage with online liturgies because they don't have broadband or a laptop/smartphone. There is one option for people who fall into this category to be included, however. If you decide to use the Zoom platform, it allows for people to 'call in' which will enable them to listen to the Mass over the phone.

Introduction

Avoiding Glitches

Digital Communications

Parish Participation

Platforms

Visuals

Audio

Testing | Connection and Speed | Other Tips

Cameras | Framing and Angles

Social Media | Email | Online Giving

Preparing for Liturgy | Active Involvement | Readings Bidding Prayers | Music | Children | Community

Microphones and PA Input

About Us

Forming Missionary Disciples is a group of young adults interested in the formation of young adults, especially in a way that helps bring together generations and helps look for new creative new ways of living the Gospel in our complex modern world.

Last year we spent a lot of time helping people engage with Christus Vivit. This guide is an example of us trying to put it into practice, use our experience as young adults to help the whole Church.



Forming Missionary Disciples

Facebook

Zoom

YouTube

Others

All three guides give the ability to have 'chat' alongside the live video. These can be used in a simple way to encourage participation and give a sense of community, but also run the risk of being a little distracting

Settings can be changed on all platforms to give this option or not, some ideas on how this can be used later in this guide.

Also a little later in this guide is a little more information about how social media sites or other forms of technology can help you stay in touch with parishioners and let people know about streamed liturgies and any parish efforts to care for each other and other vulnerable people in the area.

Each platform is broken into three parts

- Intro
- Pro's and Con's
- Getting Started

Facebook

Facebook

Intro

Pro's and Con's

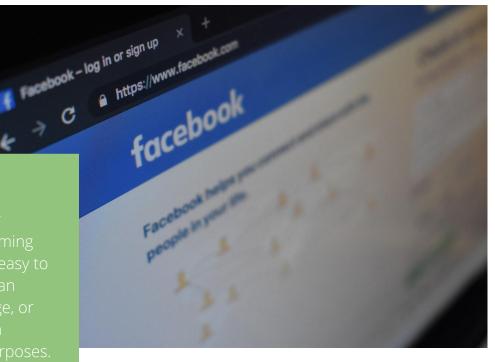
Getting Started

Zoom

YouTube

Others

Facebook is a popular platform for live streaming liturgy. It is especially easy to use for parishes with an existing Facebook page, or for priests who have a profile for ministry purposes. It is fairly easy to set up, and Facebook is likely already used by a large proportion of parishioners



facebook

acebook

Facebook

Intro

Pro's and Con's

Getting Started

Zoom

YouTube

Others

Pro's

- If you're already using the platforn it's easy for people to see streams (live or after the fact), receive notifications about them, and for you to advertise when Masses will be celebrated.
- Even if you're not already using it, it's hassle free to open an account and get going.
- It's easy to stream from a tablet or smartphone, not much more difficult to start than posting a picture.
- Live streams are automatically stored so people can 'catch up' later.

Con's

- It's not easy and in some instances not possible for those without
 Facebook accounts to watch and engage with live streamed liturgies.
- As with YouTube, software exists
 within the platform to recognise the
 use of material that is under
 copyright, so using some music can
 result in the muting or termination of
 a live feed. More information about
 copyright and music is included later
 in this guide.
- Facebook makes money from companies using the same functions This means a live streamed Mass on Facebook may find itself with some peculiar bedfellows. Snippets of Mass (live or repeated) can appear on people's Facebook app as they scroll alongside friends' posts and advertisements.

Facebook

Intro

Pro's and Con's

Getting Started

Zoom

YouTube

Others

Getting Started

- If you already have a parish Facebook page, or a personal Facebook profile, just open the app on your phone, and where you would usually post an update or photo, find the button to start a live video.
- If you don't use Facebook yet, or if you want to set up a parish page rather than use your personal account, you can find more helpful information later in this guide.
- You can test live streams without everyone seeing it if you change the settings (usually under your name when you are selecting 'live video' as a post kind) from 'public' or 'friends' to 'only me'. Make sure to change it back on your next normal post, or any future posts will continue to be visible only to you.
- Facebook has a webpage for faith communities starting to engage with it, you can find it here.

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Facebook

Zoom

Intro

Pro's and Con's

Getting Started

YouTube

Others

Zoom is a powerful program that provides video conferencing so people can hold meetings online as well as webinars (online seminars). Because it's designed to facilitate interaction it's a particularly useful platform for trying to foster more participation in streamed liturgy (more on this later in the guide).





Facebook

Zoom

Intro

Pro's and Con's

Getting Started

YouTube

Others

Pro's

Con's

Zoom

Facebook

Zoom

Intro

Pro's and Con's

Getting Started

YouTube

Others

Getting Started

- Hopefully you have heard of Zoom calls, if not been on one already over the last couple of weeks. Head to <u>Zoom.us</u> and sign up for a free account, try to start a meeting or call and it will prompt you to install an app on your phone/tablet or a program on your computer.
- See if you can arrange a call with a friend or parishioner to test it to see how it works, checking especially the ability the 'host' has to mute one or all the other participants.
- If you think this will work, purchase a subscription, run a trial with someone who can help with settings (ensuring the doorbell entry chime is off, for example) and then share the meeting link with parishioners.
- You can always use the same link for people to access the live Mass. To do so, click 'schedule a meeting', and tick the 'recurring meeting' box. Then set the drop down to 'no fixed time This will mean Mass can always be streamed using the same 'meeting' link, making it easier to access the Mass whenever you are streaming it live.

Facebook

Zoom

YouTube

Intro

Pro's and Con's

Getting Started

Others



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Search



Facebook

Zoom

YouTube

Intro

Pro's and Con's

Getting Started

Others

Pro's

Con's

ouTube

Facebook

Zoom

YouTube

Intro

Pro's and Con's

Getting Started

Others

Getting Started

- If you already have a Gmail or Googlemail account you can log into this via YouTube to create an account, otherwise you need to click 'sign in' and then 'create an account'.
- Once the account is created click the little video camera icon in the top right corner with a + on it and select live video.
- Once you've been verified, it should work with your automatic video and audio source (which can be changed in your computer's settings and in YouTube's stream settings).

Facebook

Zoom

YouTube

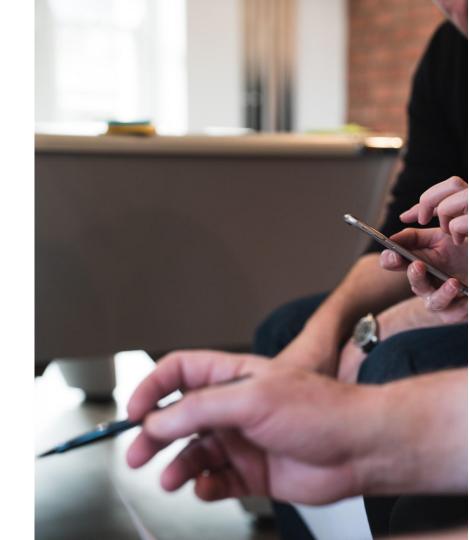
Others

litch

Sorry NO INTERNET Today

Testing

- Ensure you do a trial run. If it helps, make notes of the steps you took to make sure you don't forget a step next time.
- As you will likely be by yourself in the Church or presbytery, ask a parishioner who is reasonably tech savvy to confirm everything is working in advance of the liturgy.
- There's no reason you can't start a live stream 15 minutes before Mass is due to beginto give you the chance to ensure everything is working. It may give the opportunity to give an introduction, help people to enter into a more prayerful space while at home (more on this later) or you could simply put a piece of artwork in front of the camera to give a focus as people arrive.



Internet and Wi-Fi speed

- The most important aspect of internet speed for streaming is the upload speed (rather than the download speed: upload is how quickly things go from your computer/phone to the rest of the internet rather than how quickly you can retrieve information from the internet). You need at least 5mps for a basic quality upload, but 10mbps or higher is preferable. You can test the speed using this site: http://speedtest.net
- A strong 4g connection on a phone should be able to hold a live stream, but it will use a huge amount of your data allowance and using an normal internet connection is usually better quality. If Wi-Fi doesn't stretch to the Church, it may be possible to use a Wi-Fi extender for a short distance, or for a longer distance it may be possible to run a network cable from the back of your Wi-Fi router into the Church (100m network cables are available on Amazon from £37). This can either be plugged into a pc/mac or a cheap Wi-Fi router (starting at around £30 - look for high numbers of good reviews on Amazon) to allow you to stream on Wi-Fi in your Church. Another option is to turn a spare bedroom or the dining room into a chapel so you can stream from the presbytery and don't need to get Wi-Fi into the Church.



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Notifications

If you're using your phone or iPad to stream, ensure 'do not disturb' settings are turned on, and notifications for texts and whatsapp messages are turned off so that they don't interfere with the stream.

Computer bandwidth and processing power

If you are streaming using a laptop, close as many other programs and windows as possible to ensure as few things as possible could interfere with the stream.



Camera/Cameras

Framing/Angles Basic | Advanced

Camera/Cameras

Basic

- It is always best for the camera to be stationary, because it helps improve the quality and avoids the feeling of sea sickness amongst those watching! If you already have a camera tripod you can get attachments like this for iPad or iPhones. You can buy a cheap tripod like this that will do the job in the short term or you could use a sturdy music stand and use an attachment like this. Try to avoid leaning your phone or tablet against things as it's possible it will slip and gives you less control of the height and angle (more on that below)
- Be careful of bright light coming from behind you/the Altar. Camera lenses can only take in so much light at once (usually the better the camera or more expensive the phone, the more light it can take in) and if the sun comes through a window behind you, everything else in the picture can become a silhouette or completely obscured.
- In TV production switching between cameras helps keep what's on the screen engaging and it's something we've naturally become very accustomed to. Up to an hour of watching a screen with one camera angle can make engaging with online liturgy a bit more of a struggle, especially for those who are younger. Places like Walsingham have different cameras that focus on different places depending on the part of the Mass. It's possible to do a low tech version of this by simply moving your camera around for different parts of the Mass. For example you could have a wider shot of the sanctuary for the start of Mass, bring it closer to the ambo/lectern for the liturgy of the word and focus it more closely on the altar for the liturgy of the Eucharist. If you decide to do this, you can put a few pieces of tape on the floor as a reminder of what the best place for the stand is so you don't need to check it, and if you are having music of any kind, this is a good time to allow for movement of the camera.
- The back camera on a smartphone or tablet is always better quality. While it's good to be able to see what is being streamed on the screen, try to move to the rear camera when you're confident with your camera angles.

Camera/Cameras

Advanced

- You can improve your camera quality by using the newest tablet or smartphone you have access to. Top of the range phones that have come out in the last 18 months wouldn't be worth upgrading as they'll be as good as you're going to get.
- If you're using a wired connection to a laptop, but don't want to use the built-in webcam because it's low quality, there are apps which allow you to use your phone as a webcam. Search the app store for 'phone as webcam' and check it will work with PC or Mac, whichever you have.
- If you're able to use a laptop, it's possible to use some digital and DSLR cameras as webcams which will give you a much better quality picture. Sometimes these can simply be plugged in using the cable that came in the box and they can function right away as a webcam. Some older or more advanced camera models may not function as a webcam easily, but have an HDMI output (usually a much smaller 'micro HDMI' or something else similar). These can be put through a laptop with a powerful, but expensive bit of kit that turns a HDMI signal into a digital webcam source like this.
- As mentioned above, we have become very accustomed switching between different cameras in TV production and it makes paying attention to one stationary camera more of a challenge. This is why somewhere like Walsingham have multiple cameras for their live streams. If you are using Zoom, and if you have a decent internet connection and two devices (iPhone and iPad, smartphone and laptop with a webcam) you can set both up as separate participants in a Zoom call and have a parishioner take the role of 'host' in the meeting. They can use the 'spotlight view' to shift between the two cameras. More advanced programs like Switcher Studio (only on iPhone/iPad) or OBS might be useful, but they require a greater technical know-how.



Visuals





Framing/Angles: Advanced

Think carefully and plan your camera angles

- Don't feel the need for a camera angle to be comprehensive and include, for example, the whole of the sanctuary or the altar.
- Try to keep camera lenses at around the height of your face to avoid it seeming like the parish is looking at you (and more chins than you will likely remember having!) from below or looking at you from high above.
- While there is something aesthetically pleasing when a live stream is straight and captures
 the whole of the sanctuary, there is also a general rule in photography that things are more
 pleasing to the eye when they are to the side. Have a look online at 'the rule of thirds'.
 Another idea is to look at what others are doing as they learn to live stream liturgy or google
 things like 'church altar photography' and think about how it could be replicated.
- If you're moving your camera or using multiple, consider pointing the camera at things other
 than what is happening on the sanctuary. It might be a piece of art printed out or from a
 book that the camera looks at during the homily that you use as a focus, or you may focus
 the camera on the lectionary so that everyone at home can read along as well as hear
 readings.

Platforms | Avoiding Gli



Microphones/plugging into PA

Easy

- The simplest thing to do to improve audio quality is to keep the camera close to the PA system speaker, but this isn't always ideal when trying to get the best camera angle, too.
- Test out whether having the PA on is helpful or not based on the placement of your smartphone/tablet it's possible that the volume will be higher which will help, but also possible that more volume in an empty Church with hard surfaces will result in much more echo.
- You can also easily improve audio quality by moving from the Church into a room in the presbytery where there is much less echo and you'll naturally be closer to the microphone.
- Small microphones can be bought relatively cheaply that will work with smartphones or iPads like these that you can connect to you as you would have your radio mic (though they are wired - a bit of a trip hazard). There are some slightly more expensive options that will capture your voice in the room much better here (these can also be moved in front of a speaker with an extension cable which will result in better audio). A word of caution on these connections: there are three different types of '3.5mm jack' connections that look very similar. Check how many lines they have - two or three (see image on the next page). All of those mic's linked above have an output with three lines as smartphones and tablets need this connection to receive a microphone input. If you want an extension, ensure this, too has three lines on the '3.5mm jack' like this one.

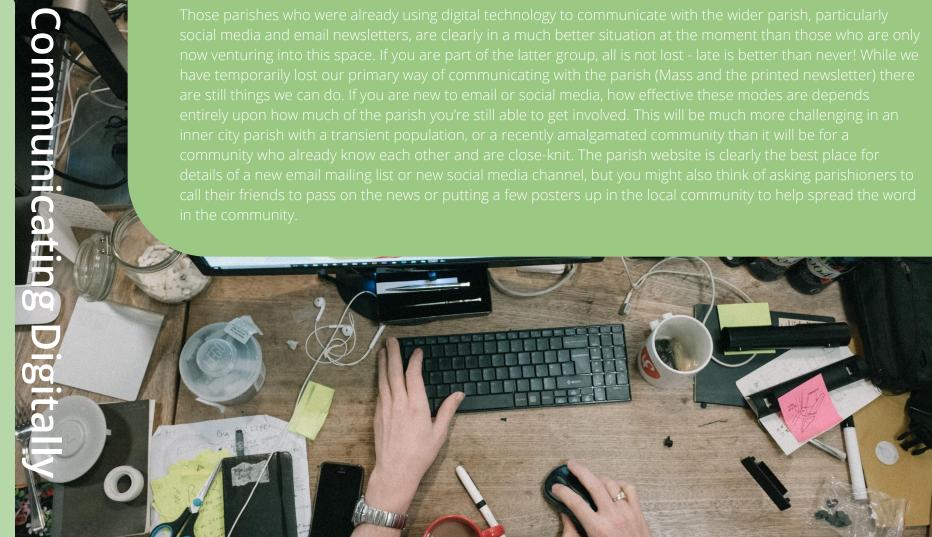
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Microphones/plugging into PA

Advanced

- It may be possible to take a 'line out' or 'headphones' output from your normal Church PA system and run a cable into your phone/laptop. Each system is different, but it should be easy to do on many, and it would mean that way you can use microphones as normal while having good quality audio on the stream.
 - As mentioned above, a smartphone headphones socket isn't configured to be connected to a 'headphone output' from a PA (even though the cables look the same and fit).
 - Sometimes 'microphone in' sockets on laptops that are next to 'headphones out' can low quality and not handle a strong signal from a Church PA system well and these inputs usually don't exist on newer laptops. If this is the case you may need a simple audio interface (like this one) for the laptop to receive audio into it and add it to the stream.
 - o If you're streaming from a PC or Mac you could invest in a good quality USB microphone like these <u>Yeti microphones</u> which are good quality and easy to set up.





Social media

- Facebook is the most widely used social media platform, especially for the broader and older age range of average parishioners in England and Wales. Twitter and Instagram can be useful tools, but they tend to be much less popular, and are also less versatile. There are three main ways to use Facebook as a parish, none of which are mutually exclusive (in fact all three can work well harmoniously). You can find out more about how to create these on Facebook's site here. The personal data you access by using these tools is stored by Facebook, and while you should double check with the diocesan communications team, using the following tools usually doesn't raise difficult GDPR issues.
 - Personal Facebook page: The parish priest can have a personal Facebook page where they add parishioners as friends and use it as a way of communicating with them. It's always helpful to differentiate between pastoral ministry in a particular parish and your own personal Facebook page as one day you will move parish and the community will lose their way of connecting with the parish priest. A personal page that is transferred to the next parish priest can help avoid this, as can using one or both of the other Facebook options.
 - Facebook page: This is the kind of account used by businesses, community groups, charities and public figures and will usually be in the name of the parish. You can use it as a channel for sharing information, but works best as a means of communicating from the parish office to the rest of the community.
 - Facebook group: This is a much more communal option, it still allows the parish office to communicate with the parish, but also gives much more opportunity for parishioners to communicate with each other, share news, stories, prayer requests. Sometimes you may need to ask someone to help moderate it, but it could be a useful tool in this crisis.

Email

- Using email to contact those who you have already been in contact with about parish business, and to check how they are and let them know about what is happening at the moment in the parish is a great thing to do. When you start to send out emails to bigger groups and multiple parishoners at once that are more general, less personal, you need to start to be careful about data protection rules. This doesn't apply for teams of parishoners offering to help with projects, but emails you're wanting to send that act like regular newsletters.
- Your first port of call should be to check with the diocesan communications team about the best way to do it, but as general rules of thumb you should always send emails using the BCC function (blind carbon copy, so people don't have eachothers email) or through a tool like <a href="mailto:mai

Donations & Giving

• As you're not holding a collection the parish may be moving into a space where it's struggling financially. If this is the case don't forget to share details of how people can still set up standing orders with their bank. Facebook has the ability for people to give as you live stream (<u>details here</u>). You can also set up charity giving pages or PayPal giving, but be very careful about how you use it and promote it to the parish (perhaps only putting a link on the parish webpage or official social media accounts) as in times of crises there are those who are trying to take advantage of those who are vulnerable.



Preparation

Readings

Bidding Prayers

Music

Children

Community Time

"Mother Church earnestly desires that all the faithful should be led to that fully conscious, and active participation in liturgical celebrations which is demanded by the very nature of the liturgy"

Sacrosanctum Concilium #14

Preparing for liturgy

Simply entering a Church helps people to adjust and prepare for Mass whereas clicking a few times to watch a live video (especially in a home in which people are spending much more time than normal) is very much like any other kind of activity at home. This makes it a particular challenge to adjust oneself and be prepared for Mass. Helping parishioners to do this could be helpful.

Rather than starting the live stream by processing in as you would normally, starting with a short introduction might help people better adjust to the environment. Fr James MacKay gives a good example of this at the start of his video here. You could share the reference for the Gospel so people can open a Bible at that page, or help lead people through a breathing exercise similar to this one from Pray as You Go to help them recognise they're in God's presence in a particular way by joining in with the online mass.

Some of the ways of having interactive involvement in liturgy are a little complicated as the live streams are primarily about information (in this case video) travelling in one direction. There are ways of involving the faithful more that are very easy, like the option to share resources with children and the inclusion of bidding prayers

Readings

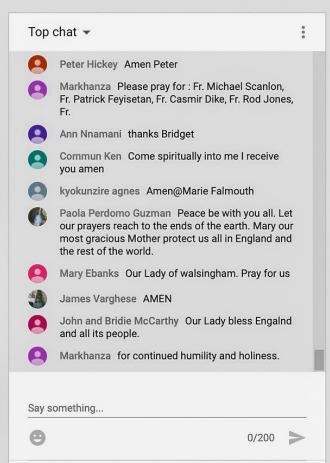


Sam and Deacon David reading the Palm Sunday Gospel from their home

Bidding Prayers

It is fairly straightforward for people to share their own prayers in the chat or dialogue box of any of the streaming platform, you just need to ensure chat is enabled (or not disabled) and invite people to share them. It is also possible for another parishioner to read out pre-prepared prayers in the same way that someone may read the first reading above through Zoom.





HIDE CHAT











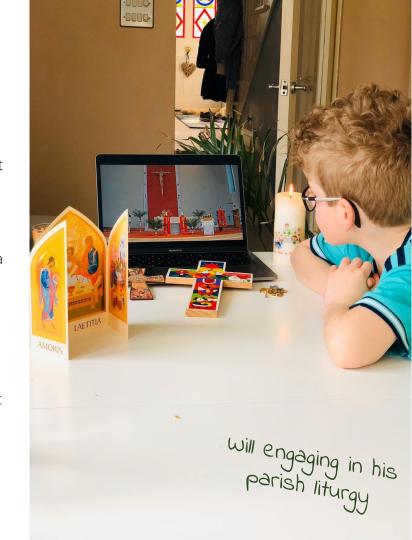
Music

- Sadly, because of the delay or lag in the video signal reaching people's computers and the delay of the response, it isn't possible for a community to sing together where all can be heard. When it's tried there are always people who are heard between two and five seconds later.
- It is possible for a parishioner to lead music, to which everyone at home can join in but this won't be heard by everybody. The main way for somebody at home to lead music, or lead singing, would be to use Zoom, as with the readings above, but isn't really possible if you're only using Facebook or YouTube.
- The person leading from home would need a strong internet connection, and our experience has shown that often a lighter touch with simple instrumentation comes across better than a more musically complex approach. This could be because Zoom is designed for voice, not extended periods of audio music creates?
- While talking about the pro's and con's of different platforms the copyright issues were mentioned. Facebook and YouTube will mute your stream if you play copyrighted music, although Facebook is working on ways to allow those with certain licenses to allow pre-recorded music because of the new Covid-19 challenges. More on copyright for music and live streams can be found here.



Resources for Children

- It might be worth directing people towards resources that exist online for children, for example things they can print out. Brentwood Diocese has a list of some on their site here, and CAFOD always have resources for the Sunday readings here (they also have a seperate children's liturgy they are running online, you can find out more using the same link above)
- If you're feeling very ambitious, it's possible in Zoom to use 'breakout rooms'. It allows all the people in the Zoom conference call, or those who choose, to be broken into a seperate group or separate groups. For example, you can use this to have a room where families with (young) children can go for some more interactive content suitable for the children (such as a video or cartoon). You need to work out a way for people to say they would like to join this seperate room and someone 'hosting' the Zoom call will have to manually add it. A bit of a faff, but it could be really helpful for those with small children.
- If you're regularly in the parish primary school, think about creating some video content which replicates is that the school can send out to parents.



'Tea and biscuits' after mass - community, mutual support and sharing ideas for supporting the vulnerable in the community

- We hope to create and signpost towards resources that help parishes support one another through this time, as well as how parishes can be more involved in community responses to support the most vulnerable at this difficult time. But some of these tools offer us the chance to do this in a particular way after a live stream liturgy. Zoom allows for the community online to go into 'breakout rooms', each participant is automatically put into a room with a handful of others (the number depends on how many 'rooms' you decide to make).
- This can give a chance for a digital equivalent of a biscuit and cup of tea
 after Mass, a nice time for the community to check in with each other and
 share how they're doing. It provides a way that they and others can be
 more involved in the local community.
- This could also be done, although in a more limited way, through the comments and chat ability on Facebook live or YouTube, although it would be harder to have conversations, but more of a chance to share ideas or notices. You can read more about Zoom breakout rooms here.
- Now could be a great time to start parish small prayer or Bible study groups using zoom, the Church of England has a guide for this <u>here</u>.

