

However the rota falls, Sunday runs the same.

Give this page to whoever is on the rota. It means the booth does not depend on one person, and a volunteer can get it right on their first week. **Print it and put it in the booth. Do not keep it in a group chat.**

WHO DOES WHAT

ROLE	ON THE DAY	NEEDS
On the desk	Records the service. Writes down the minute the message starts. Gets the camera file off the card before leaving.	Nothing but the pen
On the upload	Pastes the link, sets the window, presses Make clips. Five minutes, can be done from a phone on the way home.	A ReelUse sign-in
On review	Monday. Watches the library, keeps four or five, fixes wrong words, downloads.	A ReelUse sign-in
Media director	Owns the brand kit and the glossary. Approves anything unusual. Does not need to be in the booth.	The owner account

One account, many people. On the Pro plan the owner invites up to nine others, so ten people in total. Everyone signs in as themselves and shares one library, one brand kit and one monthly allowance. Only the owner sees billing. Somebody leaving the rota does not take the library with them.

SUNDAY, ON THE DESK

- 1 Before the service**
Check the camera frames the speaker where they actually stand, not where they started. Check the desk is recording a separate audio track if it can.
- 2 When the message starts**
Write the time down. On the sheet, on your hand, anywhere. This one number saves twenty minutes on Monday and can halve what the sermon costs.
- 3 Before you leave**
Get the file off the card and somewhere the next person can reach it. The rule is the camera file, not the stream: the stream has your graphics burned in, and no crop removes them.

SUNDAY, THE UPLOAD

- Paste the link to the service into the box at the top. For the cleanest result run the original recording through **ReelUse for Mac or Windows** instead.
- Open **Trim to sermon** and drag the two handles to the talk, using the start time written down on Sunday. The readout underneath states the window in words.
- Press **Make clips** and close the tab. The first clip is usually ready ten to fifteen minutes later, whether or not anyone is watching.

THE REVIEW, WHENEVER SUITS

- **Watch every clip before you keep it.** This is the part that matters. Everything before it was just setup.
- **Keep four or five.** Not nine. The ones you are unsure about are what teach people to scroll past your church.
- **Ask of each one: would I show this to someone who has never been?** If the answer needs a paragraph of context, skip it.
- **Fix wrong words, then add them to the glossary** so they are right next week without anyone remembering.
- **Nothing publishes itself.** A clip leaves when a person downloads it and sends it.

WHEN SOMEONE LEAVES THE ROTA

What stays. The library, the brand kit, the glossary and every clip ever made. They belong to the account, not to the person. Remove their seat and nothing else changes.

What to hand over. Where the camera files live, who holds the owner account, and this sheet. That is the whole handover. It should take one conversation.

The one thing to protect is the owner account. It holds billing and the seats. If it is tied to a personal email of someone who may leave, move it to an address the church controls before that becomes urgent.

THE STANDARD, IN ONE LINE

Same file, same window, same review, every Sunday, whoever is on. When it works, nobody watching your clips can tell who was in the booth that week.