

Holy Trinity, Stirling Online Resources

Thank you for your recordings. They are a valuable part of the online resources, helping those who are unable to attend church in person. Thank you to Ann who co-ordinates all this.

Knowing when you're reading

The website has a page (<https://holytrinitystirling.org/readings-and-rot/>) listing the readings and the rota of those doing the readings, intercessions, etc.

Sending your recordings

To save us having to spend a great deal of Saturday working on the online website resources, please send your recordings as soon as you can. Some people record them early in the week.

*The normal deadline for submitting recordings is **Thursday lunchtime**.*

- If you're recording the intercessions, please still submit them by the due date. If an important event happens before Sunday, you can record a revised version and send it. We will try to process and upload this.
- If I'm going to be away, then we'll need your recordings even sooner to allow sufficient time to process them and upload them to the website.

Some technical notes about your recordings

1. Be aware of background noises: place the recording device (mobile phone, tablet, etc.) on a surface that you aren't touching.
2. If possible, turn pages during a silence.
3. Allow ten seconds of silence at the beginning and at the end of the recording (i.e. before and after you talk). This allows us to identify the room tone (the noise in the room) and to reduce it, if necessary.
4. Speak a little slower than you might instinctively feel you need to. Listeners don't have the benefit of visual signals, and it can sometimes be hard to take in and process what's being read if it's too fast for them.
Also, although it's interesting to hear the sounds of birds, lawnmowers, cuckoo clocks, TV, etc., it's a distraction for those with hearing difficulties.
5. If you make a mistake, just repeat the sentence (without comment) after a few seconds of silence. I can then edit out the error. (You may find it helpful to listen to your recording before sending it.)
6. When you have finished recording, rename the file as follows:
first reading Pentecost NN (where *NN* is the Sunday number).
Leave the extension as it is (e.g. mp3., .wav, .m4a)
e.g.,
first reading Pentecost 15.mp3
second reading Pentecost 15.wav
intercessions Pentecost 15.m4a
If you're unsure what to do, however, just send them as they are.
7. Send your recording to recordings@holytrinitystirling.org
I will always respond (within a day or two) to acknowledge safe receipt.

Many people value your contributions, so thank you again.

Alistair Warwick
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