True Jesus Church Online Services - Setting Up Zoom for YouTube Streaming
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This document describes the steps needed to set up Zoom for YouTube live streams.

For optimal viewing experience, all members should be directed to the live YouTube channel. The connection to Zoom should be limited to workers and members who only have access to a voice line (i.e., no Internet access). They can call in using a Zoom conference phone number and Meeting ID. For more information on how to call into a Zoom meeting using a regular voice line, please refer to this page: 
https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone

Account Setup

1. Sign up for a ‘Pro’ Zoom account.
   a. You will need a paid account to be able to stream to YouTube. There is also a 40-minute limit on the free account.
      zoom.us/pricing

2. Sign up for a Google/YouTube account for the local church.
   a. Create a Google account for your local church.
   b. Once you have the new Google account set up, you can access the YouTube app for that account.
   c. Go to studio.youtube.com to manage your live streams.
   d. Your YouTube channel has a unique URL address. Here is an example of a local church’s YouTube channel URL:
      https://www.youtube.com/channel/UCsGPtnGM8D57DTdyHnuU2kg
      Note the unique character string after the word, ‘channel/’. This character string is permanent and hence the link need only be shared once with the congregation.
      i. If you would like viewers to jump to the live stream screen directly, share the channel URL with the word, ‘/live’, appended. For example:
         https://www.youtube.com/channel/UCsGPtnGM8D57DTdyHnuU2kg/live
      ii. If your local church already has a YouTube channel, then that account may qualify for a custom channel URL. For example:
         https://www.youtube.com/TrueJesusChurchIrvine/live
         Please refer to this YouTube Help page for more information:
         https://support.google.com/youtube/answer/2657968?hl=en

3. Login to your account in Zoom.
   a. Go to the Profile screen and note the Personal Meeting ID (PMI) and the URL below it.
   b. The Meeting ID is like a room number. A ‘Personal Meeting ID’ is a persistent ID, whereas you can also schedule meetings for specific times with other system-generated one-time Meeting ID’s. This document will only discuss the use of the PMI.
c. The link below the Meeting ID, e.g., [https://zoom.us/j/78668000000](https://zoom.us/j/78668000000), enables an attendee to join the meeting by entering it in a web browser. Observe that the PMI is part of the link, and because it is persistent, it can be shared with the congregation.

4. Recommended settings in Zoom.

a. Zoom settings reside at two levels: Account Level (Global) and User Level. It is designed this way because there can be multiple users (hosts) under a single paid account. Turning on/off a setting at the Account Level will force the same action on the same setting at the User Level; however, a user can later change the setting at the User Level. If something does not work, check settings at both Account Level and User Levels.
b. Ensure the ‘YouTube’ settings are turned on.

![YouTube settings toggle]

- Facebook
- Workplace by Facebook
- YouTube

- Custom Live Streaming Service
  Provide specific instructions that will enable meeting hosts in your account to configure live streaming


c. Mute participants upon entry.
This setting helps prevent unwanted noise interference when someone joins a live session in Zoom.
During the meeting, the host should select to deny participants the ability to unmute themselves. It is recommended that this setting be enabled, but the AV member on duty needs to actively control the muting and unmuting of speakers, interpreters, hymn leaders and pianists.

![Mute participants upon entry]

- Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves.


d. Allow users to select original sound
This setting can be helpful in providing better quality sound from the pianist. The user would need to turn it on on his/her Zoom client app. However, only the pianist should turn this setting on. It is recommended that local churches test this setting and turn it on/off accordingly.

![Allow users to select original sound]

- In their client settings
- During a meeting


e. If the preferred view for your audience in YouTube is to show both title/verse slide and speaker video at the same time:
   i. During the session, right-click on the speaker’s video and select ‘Spotlight Video’. This will force that speaker’s video to persist on the live stream.

![Zoom video settings]

   ii. Spotlight Video should be enabled only for one person. For example, when the hymn leader is leading hymns, apply spotlight video on him/her. Likewise for the sermon
speaker, apply spotlight video only on him/her when the main service goes into session.

Streaming Setup

1. Share Screen to show sermon title, hymn lyrics, Bible verses and ‘How Do I Pray’ slides
   a. It is recommended that the AV member controlling these slides have dual monitors installed.
   b. Open a browser and go to service.tjc.org.
   c. Set up the sermon title & hymn numbers prior to service.
   d. These buttons will launch a separate browser window when you are ready to show the respective slide. Use the full screen mode (F11) to hide the toolbars.
   e. Click the ‘Share Screen’ button to select the screen you want to share. For example, if you have the slide displayed full screen on Monitor 2, share Monitor 2. When Share Screen is activated, it will be streamed side-by-side with the speaker’s video (Spotlight Video must be selected on the speaker’s video).
   f. When the speaker is not sharing a Bible verse, it is recommended to un-share your screen. This would have the speaker’s video fill the screen for better viewing experience.

2. Activating Youtube Live Stream in Zoom
   a. When you have started the meeting and are ready to stream the Zoom video to YouTube, click the ‘More’ button in the Zoom toolbar and select the ‘Live on YouTube’ option.
b. A new browser window will open and you will be prompted to enter the login credentials of the Google account that is linked to the YouTube channel that you would like to stream to. Enter the login credentials of the Google account that you have created for your local church.

c. After you authenticate successfully, you will see the screen below.

**Zoom meeting title on YouTube Field:** Enter both English & Chinese titles of the sermon.

**Privacy Field:** Select, ‘Public’, option.

![Broadcast Zoom Meeting to YouTube Live](image)

d. Click the ‘Go Live’ button to activate live streaming.
A new browser window will open with the YouTube page streaming the Zoom video.

e. More details can be found in this Zoom help page:
https://support.zoom.us/hc/en-us/articles/360028478292-Streaming-a-Meeting-or-Webinar-on-YouTube-Live

3. Stopping Youtube Live Stream in Zoom

a. When the service has ended, click the ‘More’ button again in the Zoom toolbar and select, ‘Stop Live Stream’.
b. A copy of the live stream will be stored in the YouTube account for replay.

4. **Recommended AV Team Setup for an Online Service (Two AV team members)**

a. **AV1 Responsibilities:**
   i. Start the Zoom session.
   ii. Assist workers in doing microphone and video checks prior to service. Depending on workers’ devices, wired or wireless headsets, laptop or mobile device microphones audio quality may vary.
   iii. Activating live stream to YouTube.
   iv. Controlling muting & unmuting of participants in Zoom.
   v. Toggling Spotlight Video on/off for speaker and hymn leader.
   vi. Monitoring YouTube Livestream.
   vii. Stopping live stream to YouTube.
   viii. Ending Zoom session.

b. **AV2 Responsibilities:**
   i. Activate screen-share for announcement, sermon title, hymn lyrics, Bible verse, and ‘How Do I Pray’ slides.
   ii. Deactivate screen-share when the sermon speaker is not sharing Bible verse(s).
   iii. Monitor YouTube Channel chat.
   iv. Have co-host permissions so as to control Zoom participant audio & video if needed.

5. **Recommended Workers’ Setup for an Online Service**

a. **Speaker**
   i. Enable video camera when you join the Zoom meeting. A/V team will connect your video at the appropriate time during service.
   ii. Try to remain centered to the camera during the sermon.
   iii. When concluding prayer in the Spirit, please ring the bell loudly, and extra long.

b. **Interpreter**
   i. Enable video camera when joining the Zoom meeting. Your video will NOT be broadcast to the livestream. Your video is simply for the speaker to be aware and see you interpreting.

c. **Hymn Leader**
   i. Enable video camera when joining the Zoom meeting. Your video will only be broadcast during hymn singing.
   ii. Try to remain centered to the camera during hymn singing.
   iii. Do not mute your audio while singing.
   iv. Adjust Zoom audio settings, and enable “Preserve Original Sound”

d. **Pianist**
   i. Disable (mute) video camera when joining the Zoom meeting.
   ii. Optimize the piano sound and volume, before service begins:
      1. Adjust your device audio input settings (about 50%)
2. Adjust Zoom audio settings, and enable “Preserve Original Sound”