

---

# GUIDELINES FOR WORSHIP LEADERS USING MICROPHONES

---

“Why use a mic? I have a strong voice.”

As a courtesy to those in the congregation with some difficulty hearing, the use of a microphone makes it possible for them to hear and understand clearly. Using a microphone correctly is a way of saying, “I care for you and love and respect you enough to speak through this microphone.”

At CCPC, we have three different kinds of mics: (1) the ones on the pulpit and lectern; (2) the hand held mics (these come both wireless and attached to cords); and (3) the lapel mics, which clip onto a shirt, tie, or jacket, and are connected with a thin wire to a battery and transmission unit which goes in your pocket.

On (1), the lectern mic, it is very important that you adjust the microphone to be 2-3” from your mouth as you stand and speak. This may seem unnaturally close to you, but is truly necessary for it to pick up your voice clearly. This may require you standing on the portable step to get high enough, or moving the step out of your way if you are fairly tall, in addition to moving the mic on its flexible gooseneck arm so that it is at the right spot. Be careful to keep your head fairly steady, not moving it too much to the right or left, up or down as you speak, or the volume level and clarity will fade in and out as you move about.

On (2), the hand held mic, it is very important that the microphone is consistently 2-3” from your mouth as you speak. This may seem unnaturally close to you, but is truly necessary for it to pick up your voice clearly. You must be sure to move your arm and hand as you move your head from left to right, always keeping the microphone the same distance from your mouth. Again, this may feel unnatural at first, but it is essential. If you leave your arm and hand in a stationary position in front of you as you turn your head from left to right, your voice will alternately be picked up well then fade out, then fade in again, etc. – not the effect you want.

On (3), the lapel mic, you do not have to worry about moving your body or your head as you talk, for the mic will move with you. You **MUST** remember to turn it on and off as necessary.

**In all three situations, there are some other general considerations to keep in mind...**

**1. Be sure your mouth and the microphone** are in the correct spatial relationship to each other before you say your first word. Otherwise you risk your first few words being lost.

**2. Always talk more slowly** than you would in normal conversation. This may feel and sound unnatural to you at first, but it is a very important ingredient in making for clarity to the listener. You must put on the brakes and slow down your rate of speech. (*Over*)

**3. Talk extra clearly.** Enunciate each consonant and vowel sound. Exaggerate somewhat.

**4. Be extra careful not to drop your voice** at the end of sentences and phrases. This is a very common speech pattern, but it causes the last few words of sentences and phrases to be lost to the listener. Work at maintaining clarity and strength through to the last word of each sentence and phrase.

**5. Even though you have a microphone,** do not think you can talk in a very soft and intimate manner: you still will need to project as if you were talking to the people in the third or fourth pew.

**6. Look away from your notes and up at the congregation** as much as possible. Keeping your head down, buried in your script or notes, erects a psychological barrier between you and the listeners. You want to establish a feeling that you are really communicating with them. Sweeping your eyes from left to right, front to back to balcony, from time to time, to include all in your gaze also helps give the impression of communicating with everyone present.

Again, our role in leading worship is enhanced by making our words clearly understood by all worshippers gathered. This is a labor of love and generosity on your part. The extra time you put in practicing speaking clearly with a microphone is time well spent and will help ensure that our Sunday worship services flow smoothly, allowing worshipper to focus on the Word of God and not be distracted by their inability to understand what is being said. Thank you for your care and concern as you help lead the Chevy Chase Presbyterian Church in worship.