# Audio Typing:

(lastmodified=24/06/24)
(lastmodified=06/09/24)

| About this form: |
| --- |
| This form is the instruction form for **audio typing**. |

| General overview: |
| --- |
| They are two different types of audio typing. Simplified format and detailed format. There is just one audio typist form. However, this form explains these two different types of audio typing. It also explains how to fill out the audio typist form. |

| The two formats: |
| --- |
| Simplified: |
| In simplified format you *simplify* the sermon(s) by including all the citations, but no direct quotes. The citations from the scriptures are **not** to include their corresponding quotes. Also, anything the Preacher says is to be summarized by yourself, preferably in a few sentences. |
| Detailed: |
| In the detailed format, everything is to be written word-for-word. For extensive scriptures quoted you may want to use the Kindle of the Sacred Scriptures Bethel Edition and copy the scripture from there (download 'Kindle for PC' from Amazon). We recommend tackling detailed formats as a collaborative assignment, which |

volunteers will be able to do, but contributors can get together and try this also.

# Instructions:

## Group no / Tribe

Before sections A, B and C are mentioned we added in February 2023 the ability to put whether you are a contributor or volunteer in one of the online groups. Select 'contributor (N/A)' if you have not been put in to an online group by the AOY. Just click on 'Choose an item' and select 'Contributor (N/A)'. If you have been put in to an online group, select the group to which you belong. Please do not select a tribe if you have not been put in one by the AOY.

## Sections A, B & C

1. If it's a weekly Sabbath sermon that has been broadcasted within the past 24 hours or so, then download the announcement sheet from the Assemblies of Yahweh streaming site.

    a. To do this, go to section A, and then click on the checkbox if you have the announcement sheet, then go to **insert > object > Adobe Acrobat Document**. Before selecting it, check/tick the box which says **Display as icon**. A dialogue box should come up telling you to locate the file. Here, you must find the downloaded announcement sheet and double click. Note: if there is no announcement sheet available on the AOY site in the User Streaming Area, then simply leave the tick box unchecked.

b. If it does not have an announcement sheet due to it being an older sermon, or some technical issue, leave the tick symbol unchecked (☒) so that the cross symbol only remains in section A.

c. Also, in this same box goes the MP3 or WAV file. **All sermons you type up MUST have an accompanying MP3 or WAV file, except if you are audio typing something from the streaming service.** If a sermon isn't available for download on the AOY streaming site, then do not type it up. The exception to this is if the AOY requests you to do this. Go to the AOY streaming site and download the sermon then go to insert > object. Once done, you can fill in the date on the same row (2 columns right). **The sermon date should be the date in which the sermon was first broadcasted.**

2. Once section A is complete, go to section B. Here you must write **today's date** (whatever the date is when you fill out the form) and your name as well as the names of the individuals who helped you audio type if you did collaborative audio typing. Whoever is sending the Living Way the form should put their name first. That individual is the one who must take responsibility for the accuracy of the audio typed sermon. In section C, you are to write the Preacher's name and what type of sermon it is, whether mini sermon, or main, or both, followed by a dash and the format of audio typing you are using i.e. – simplified or detailed. If audio typing on the form has been done by more than one person, insert the number of people involved in brackets next to the format i.e. – detailed (3). Below is an example of how these sections should look properly filled out:

Note: If it's a weekly Sabbath service that you are typing up, use both the blue and purple grids for typing up the mini and main sermons, respectively and put 'Sabbath' next to 'Holy Day type' box in section C.

| | | | | |
|---|---|---|---|---|
| A. | Announcements sheet ☑ and MP3 | Adobe Acrobat Document<br>101225_Sincere_Brotherly_Love_JSM.mp3<br>70525FOW1BAssembliesofYahwehAGlorio | Sermon Date:<br>Service Date:<br>Holy Day type: | **16 March 1991**<br>16 March 2013<br>Sabbath |
| B. | Today's Date: | 22/11/2013 | Your Name:<br>Other typists: | John Smith |
| C. | Preacher | Elder Jonathan S. Meyer<br>Elder Jacob O. Meyer | Type of sermon: | Mini – Detailed<br>Main - Detailed (3) |

# Audio Typing sermons on the AOY site

# & Section D

The Assemblies of Yahweh have kindly made available sermons on their AOY site which members can login to and listen to. These will need to be audio typed at some point also especially for the sake of translation and new people coming in to the faith. If you are audio typing one of these sermons rather than the streaming, type the category or categories where the sermon is found that you are audio typing. We added section D in order to do this in February 2020.

The audio sermons categories on the AOY site are currently (18th February 2020) the following:

# Audio Sermons

- Sacred Name
- Sabbatical
- Sabbath
- Recent
- Prophetic
- Obedience
- National Holiday
- Love
- Historical
- Full List
- Feast Days
- Faith
- Doctrine
- Dedication
- Bible Studies

*Figure 1-The Assemblies of Yahweh have come a long way from using cassette tapes*

Within those categories are sub categories, such as in the Sacred Name category are the sub categories Yahweh and also Yahshua. In the category Obedience, are the sub categories Separation, Faithfulness, Lifestyle etc.

In section D in 'Location' if it's Streaming, you would just write 'Streaming', but if it is an audio sermon you are typing from the site, write the categories that the sermon falls under. The sermon **The Salvation of Yahweh**, Delivered by Deacon Nathaniel A. Meyer, Saturday, January 7, 2012 is in the Sacred Names category, under Yahshua would be written as Sacred Name > Yahshua in the Location field as seen below. This will make it easier for the website manager to locate where audio

typed sermons need to be uploaded to:

| | | |
|---|---|---|
| D | Location: | Sacred Name > Yahshua |

(NOTE: The AOY appear no longer (29th November 2023) to have downloadable sermons on their site in favour of going to wmlkradio.com which sermons cannot be currently downloaded or rewinded)

## Typing up a service from Streaming

This will probably be done by those who are online volunteers. If you're typing up streaming services sermons, you can either type up the latest Streaming by logging in to the AOY site and going to Members > Live Service Stream and then typing up the sermon(s) there on the live stream page (it may take you to Youtube). Or you can access previous streamed services by clicking on 'Youtube Sermon Links' under the Video Stream i.e.

### YouTube Sermon Links

This list is updated and the links contain the date when the sermon was broadcasted.

If you are typing up both Mini and Main sermon from the streaming, you can put Mini & Main in the 'Type of Sermon' in Section C. In Section D, in the 'Location' row, put 'Streaming'.

If you are typing the streaming, you may want to reduce the playback speed by going to the little gear icon and changing the Playback speed so it is slower.

Video Stream (240p bandwidth connections)

## Audio Typing

It is hoped that audio typed sermons can appear on the AOY site next to the sermons. If a link is given to OneDrive, and the audio typed sermons are on there, then users will be able to select the language that they want to read the audio typed sermon in. Alternatively, another program could be used, but typed sermons are so much more readily translatable than audio. This will be a big help to completing the great commission to 'teach' all nations, as all can receive the same material the English speaking brethren receive and be edified. Thus the AOY site will be very useful to those all across the globe who have an interest in the truth and all will be able to read the pertinent messages broadcasted from Bethel each week which many times are based on the issues that the AOY is facing, or the other sermons that the AOY have made available online.

## Mini sermon is light blue, Main sermon is purple

Please ensure that if you are typing up a mini sermon, use the light blue grid (section E) and if you are typing up a main sermon, use the purple grid (section F) when typing the notes.

## Detailed sermon notes & simplified sermon notes

In **detailed sermon notes** one is to record *every* word that was spoken in the sermon. This will be the most useful format for creating challenges, quizzes, puzzles, also for translation and additionally, for people who have hearing problems in the AOY.

In **simplified sermon notes** the words spoken by a Preacher for each row should exceed no more than 100 words. Rather, whatever the Preacher has said can be summarised in relatively few words like: "The Preacher explains that he is concerned about the effect that the internet and television are having on the people of society today ". Please ensure that in the simplified notes format, you summarise what was said properly. This might be useful for the AOY if they want to add citations to a sermon as it is playing on streaming.

## Symbols and abbreviations to use in sections E & F

### Opening chapters

For the opening chapter in the sermon, put **OC** prior to the scripture. Only do this if the full chapter is used. **You do not need to and should not quote the entire chapter.**

| D. | Notes |
|---|---|

| | Write Book, Chapter and Verse<br><br>**Or** Preacher | Quote: | For Verifier ☑☒ |
|---|---|---|---|
| 1. | OC Psalm 34 | | |

## Symbols in the second column

Below are the symbols that you should use when quoting a preacher. The first is the writing 'hand' symbol. You use this as the standard symbol whenever you are writing down what they say. The question mark symbol is used if the Preacher has asked a question to the audience, usually relating to self-examination. The 'And' symbol is for when the Preacher recounts a story. The two jagged horizontal line symbol is to be used for anything that might present a problem if attempted to be translated, such as a joke which wouldn't make good sense in a different culture. The arrow symbol is explained further down, it is used to connect scriptures. The Torah symbol is to be used when one of the 10 commandments is referenced.

When quoting scripture, the only symbol you should use, if any, is the upwards arrow, to connect scriptures. When writing down what the Preacher says please note that the 'hand' symbol is what you normally use but you can replace that symbol with one of the other ones if one of those categories come up. You may have more than one symbol in a section. They are useful for overviewing the document for those subjects so try to include them when you can. If you don't have space, don't worry about it.

## Quoting scripture

When you are quoting scripture with more than one verse, give everything but the first verse you quote a verse number. You can just write the verse number or do it by using brackets "( )" and inserting the verse number in those brackets i.e.

| | | | |
|---|---|---|---|
| 1. | Deuteronomy 6:4 – 9 | "Hear O Israel: Yahweh is our Elohim, Yahweh is one (5) a[illegible] | |

| | | | |
|---|---|---|---|
| | | with all your heart, and with all your soul, and with all your might. | |

Feel free to *italicise* those words which the Preacher emphasises rather than use the **Bold** feature.

## Breaking off from a quote

If the Preacher has quoted from a passage and breaks off to explain some word or aspect of the verse, then in the citation put the entirety of what the Preacher is quoting from and in bold i.e. **Deuteronomy 6:4 – 9**, but when the Preacher goes back to continue the verse(s) after he has interjected it, then insert the arrow symbol seen below in the citation box, copy and paste the specific chapter number and verse number(s) next to the arrow and use the verse bracket symbol "( )" on every verse including the first one from then on in when continuing to write the quote out in the box adjacent. Alternatively, you can just use the brackets to show the first verse number in the section you are quoting from, but after just use the number verse it is without the brackets in that row which would be useful for if you are copying your quote from 'Kindle for PC' from Amazon. There might be a number of these arrow symbols pointing back to the original citation if the Preacher is endeavouring to cover verses in detail.

You may have to listen to the sermon for an extended period of time to find out the full extent to which the Preacher quoted from a passage and then fill the details in. Please do view the Example PDF on the Messianic Israelite site.

You are only to do this if the Preacher continuously quotes from subsequent verses from a chapter. If they skip a verse or verses, you are to write anew the passage.

Please see below a demonstration:

| | | |
|---|---|---|
| **Deuteronomy 6:4 - 9** | hear, O Israel: Yahweh is our Elohim, Yahweh is one (5) and you shall love Yahweh your Elohim with all your heart, and with all your soul, and with all your might. | |
| Preacher | We have to love Yahweh from the heart. | |
| 6:4 - 9 | " (6) And these words which I command you this day shall be upon your heart; and you shall teach them diligently..." | |

## Unsure spelling and different languages

If you encounter a word that a Preacher states and it is foreign to the English language, write the word and use these brackets "[ ]" to write in what the language of the word is, abbreviating the language to the first three letters, and before closing the bracket, using a full stop and a space i.e. "Shema [Heb. ]". If you're not sure how it is spelt, as with any word you are unsure of, highlight the word and change the letter colour to red and separate the word by syllables with apostasies i.e. "She'ma [Heb. ]". However, you should find a concordance online, or dictionary to enable you to spell the words you encounter correctly. Just typing the word in to Google search will usually yield results. If the word is a religious one and one used frequently by the AOY and you simply need to see how it is grammatically i.e if it is capitalised or hyphenated or not, feel free to in Google search type site:assembliesofyahweh.com and then type the word you need.

Note: Anything that is perhaps to be deleted from the document is to be highlighted yellow and this includes the abbreviated words of the language in the squared brackets. It also includes the symbols in the next section. Highlighting these things yellow will mean they will be easily found in the document even when translated.

## Other symbols in context

(...)(_)(X)(O)🕒 🕘

If you use any symbols, they must be highlighted in the yellow color. The Text Highlight Color option is found in the Font section of the Ribbon in Microsoft Word.

Also, you are to use this symbol (...) to show that you have missed content because of a late recording or otherwise some technical issue such as buffering issues which prevent you from recording content hence the three dots, this symbol (_) to show that you have skipped unnecessary, superfluous talk i.e. if the Preacher backtracks on himself because they quoted the wrong scripture, hence the underscore and this symbol (X) if you skipped something that was said because you couldn't decipher what was said properly, hence the cross. If you have *corrected* something the Preacher says then use this symbol with the capital O in brackets (O). This might be if the Preacher *meant* to say one word but said another, or quoted from a scripture but used the wrong citation. You may correct what they have said as long as you put this symbol and underline the words that are, or have been changed. The O stands for 'over' as you have to edit what was said.

## Time In 🕒 and Time Out 🕘 and collaborative audio typing

This is especially important for **collaborative audio typing**, which is if you are audio typing in a team. We advise to use OneDrive for this where you can send a link to the document(s) for others to edit. If online volunteering becomes available, documents could be sent to be edited over the internet to the different volunteers. You are to use the clock symbols mentioned in the next paragraph to show that you have 'timed in' or 'timed out'. Note: Currently, you cannot insert the symbol from OneDrive's symbol list, but on the Audio Typing form at the bottom of the document we have included these symbols there so you can just copy and paste them in the document.

You are to use this quarter-past time symbol 🕟 when you time-out so to speak, especially if someone else is to take over from where you left off. To do this insert the time symbol and write the duration time you have got up to in the sermon and your full initials i.e. 🕟 10.00 J.S (John Smith). If the same person times-in, and continues with the piece, then they'll know exactly at what point in the sermon they are at, they can then delete the time-out text, in this case, the '🕟 10.00 J.S'. If another person in the team takes over from where the other has timed out, then they must leave the time-out text there and just below it insert this quarter-to time in symbol 🕘 and their name i.e. 🕘J.B. to show they have timed in. Below is an example of symbols used in this section properly:

| D. | Notes | | |
|---|---|---|---|
| | Write Book, Chapter and Verse<br><br>**Or** Preacher | Quote: | For Verifier ☑☒ |
| 2. | Matthew 17:20 | "And he says to them, Because of your little faith: for truly I say to you, if you have faith as a grain of mustard seed you shall say to this mountain, Remove from here to yonder place; and it shall remove; nothing shall be impossible to you" | |
| 3. | ? | Do we have faith in Almighty Yahweh to supply our needs? | |
| 4. | 2 Timothy 3:16 | "Every scripture Yahweh breathed is also profitable..." | |

| | | | |
|---|---|---|---|
| 5. | Preacher | We can only get to the Kingdom of Yahweh if we are using the tools that Yahweh has given us to get there. (_) We should be praying, we should be studying the Word, we should be fasting. | |
| | 🕒 10.00 J.S | | |

If you are struggling at all to use the time in, time out symbols, go to the insert > symbols option in OneDrive and just use the Alpha α symbol to time in and the Beta β symbol to time out.

Working on the same document to get audio typing done will be enjoyable as you see your work coming together with other volunteers to create a fully audio typed document. Feel free to add 'comments' through the Review tab in OneDrive if you have any comments you want to leave for the other users or want to message other users within the document. Feel free to add a comment using Review > Comments, and you can even include a positive comment about something the Preacher has said, but please do write your name when you do so we know who the comment was from. You may comment on what other people have done too.

An example of a good comment would be:

> *Yom Tov*! I just wanted to remind user Joe Bloggs if they can separate text by paragraphs so the verifier has an easier time verifying the document. I have done this for you but if you could do this in the future that would be great. Thanks for all your great work. *Yahweh bless!* In Philadelphia love, **John Smith'**.

Indeed, if you could start your comment with 'Yom Tov' or 'Shalom Alleichem' or some other Hebrew greeting, end your comment with 'Yahweh bless', or 'Shalom' or something positive like that, and use the term 'in Philadelphia love' or in 'Messianic love' as the will of Elder Meyer was that we remain in Philadelphia and we can do that even when leaving messages for each other in OneDrive.

## Quote It

Audio typed forms can be used very well in the Quote It category. If you receive an audio typed form of a sermon and are asked to use it for Quote It purposes, highlight any quotes you think would be good quotes to use in the Quote It category by using the blue highlight tool colour. This still comes under the Audio Typing category. This is then sent to a volunteer in Quote It to transfer the quotes across to the Quote It forms. If you have a transcript (probably from AI), you can just highlight the quotes you feel would work well in Quote It (rather than wait till it is transferred to the Audio Typing form). You should highlight around 28 different sections of text if possible, allowing for both a little extra or a little less. Those Quote It volunteers can adjust the text, such as condensing it if need be. All transcripts must be verified as correct before this done.

## 'Reflect' box

There is a reflect box which is at the bottom of the document. Feel free to use it to reflect on the message, or reflect on how you found the audio typing, if you had any problems or whatever it may be. This may be contributed to by a number of different people if collaborative audio typing. You may use it to leave a message for another audio typist or verifier. If you are referring to some part of the sermon, then refer to the correct section such as E126 or F4, depending on what row the discrepancy appears. (Each row in the form of audio typing is assigned a letter, either E or F, depending on whether it is a mini sermon or main sermon and a row number, both are seen in the left column of the tables in the form.)

## Using AI

When these categories began and were formulated prior to 2016, AI didn't exist as it does today (it being the 19th of April 2024). Nowadays one can use AI to transcribe the messages, which is fine and will save time, however, part of the learning aspect which typing up manually allowed is lost. Nonetheless, if you choose to use AI to transcribe the messages, you will have to go through the transcription and make sure it is all correct, especially with the use of the correct words, as AI, especially when transcribing messages using the Name of Yahweh, Yahshua and other Biblical terms, and foreign terms to the English language may be a bit inaccurate.

As a general guide the AI you use should at least be able to:

- Allow for at least 10 hours of audio files uploaded each week
- Allow to transcribe directly from YouTube
- Have timestamps which can be turned on and off
- Ability to download transcript to Microsoft Word with timestamps on and off

- Ability to translate
- Ability to edit sections within the AI platform and listen to sections (to check them)
- Ability to share transcript in the AI program you use with others so others can check the transcript and make edits

Once you have a transcription, and have checked it, the text will need to be separated and organized accordingly, copying and pasting the text in to the correct rows in chronological order in the Audio Typing form. Further, you should always check Bible quotes. Therefore, the process can still take quite long, especially when adding the symbols to the form, nonetheless, AI will speed up the process and with collaborators, one could spend less than 30 minutes each to do each part.

The main thing is once you have a transcription is to have it checked by someone and edited where necessary. Others then can dissect the transcription and copy and paste it into the Audio Typist form. As a result, a person taking the role of a verifier must check the transcript. Once others have put in the text in to the Audio Typist form, a verifier must again check the document.

## Spirituality room

In November 2020 we added the spirituality corners. This is for those who do online volunteering for their tribe. It shows what spirituality points can be obtained by doing the assignment. You can obtain 1 study point in this category.

| Spirituality room: | | | |
|---|---|---|---|
| If you are doing volunteering in your tribe, you can obtain points for your tribe by having the spirituality points added to the scoresheet. | | | |
| The study corner (1) | The chat corner (0) | The witnessing corner (0) | The media corner (0) |

Feel free to skip over these if you are not an online volunteer.

Spirituality points are added to the tribes overall points.

The main goal of these categories is to help nurture the Holy Spirit and even though a Living Way email address hasn't been created as of yet to enable contributions or volunteering, the editor hopes those who can, to use the seven categories on messianicisraelite.com to help foster their spirituality in the meantime however, for their own personal use.

## Using people's names

Occasionally and naturally, names of people are mentioned in the sermon. If a name of a person comes up in a sermon highlight the name using the Text Highlight Tool in Microsoft Word with the *gray – 25%* colour.

If they have left the faith, and in the sermon it makes out like they are in the faith, you should edit out their name using the (O) symbol as explained previously in this document. This is so there isn't confusion with people thinking that certain people are in the faith when in actuality, they are not.

## Notes for verifiers only

Please label the verify column with alphabetisation for each paragraph contained in the notes and verify the work by paragraph rather than by row. When you get to each new row, start the alphabetisation (from A – Z) for each paragraph again. Then you may use the tick for successfully verifying that section, or a cross, for a section that failed verification. If you have time, amend the pieces that failed verification yourself.

| Notes: | |
|---|---|
| Mini sermon title: | |
| Quote: | For Verifier ☑☒ |
| | |
| ibes some of the trouble he has faced as King of<br>recounts the problems he has seen in those who have<br>not negative. He encourages himself with each line<br>t Yahweh has been with him there in every case to<br>uestions, and to provide the means through which he,<br>the trouble he was facing. We can take a lesson from<br>rds. We too feel Yahweh is always with us as well.<br>a caring and a loving Father. He doesn't want to see<br>cessary hardship. He doesn't want see us face<br>how to handle. | A |
| a problem in the Assemblies of Yahweh that has truly<br>d shape of this organisation. Even from the earliest<br>with the loss of our young people to this world.<br>e what this Assembly would look like if all these<br>d faithful. If they would now have had families in the<br>have had children and we would have grandchildren<br>ee here today. | B |
| all we can do is nurture our children from infancy<br>e ways of Yahweh. To lead them by example and by | C |

Also, use this 🕘 clock symbol next to those subjects that are covered extensively in **simplified sermon formats**. Use this sparingly; often this should only be used once on a main sermon typist form for subjects that take about 20 minutes or more to cover. Insert the clock symbol and write how many minutes this part takes us i.e. 🕘 23.00

This will help us to synchronize the 'lyrics' to the sermon for the AOY.

| | | |
|---|---|---|
| | Preacher<br> <br>🕘 23.00 | The Preacher gives a detailed report on his latest trip to Israel. It includes his visit to the Temple Institute in Jewish Quarter and the Walt Museum |

## For the AOY and for the translator

Audio typing is brilliant for translation and for use for the deaf. For translation purposes this is what you should do. When you get a detailed audio typing form you can send it to a translator in the AOY. The translator should open the document, but save the document under a different name and open that document also. On Microsoft Windows 2007 and later you can go to the top of the document where it says **View > View Side by Side.** Once you have both documents of the same thing viewing side by side, they should be easily be able to translate due to how the audio typing form is organised with symbols etc. They would just have to delete the English text on the second document, and replace it with the translated text. Once finished, they should be able to send you back the translated document which you could then upload to the AOY site or send to those who need it.

If a translator is saving the translated document they should use the format as mentioned in the below section called 'Saving this document and emailing it in', but at the end add an underscore followed by the translation language they've translated the document in to. For example:

### Audio_Tending The Sheep_DMiniSermon_JS_14042013_Spanish

Certain languages have more than one dialect of course, so if you can make it clear what dialect the language is in the language part it would be much appreciated.

It is more than likely that to assist translators they will have an AI translated transcript, which might be able to just be copied and pasted in to the Audio Typist form, using the English version as a guide, but it may also require some tweaking too. Any translation done must also be proofread, so if translating the form you send in will be proofread, if possible, by someone else, a different volunteer.

## OneDrive translates for you

Documents in OneDrive can be translated automatically to other languages in the Review tab > Translate

…so OneDrive will be an excellent tool to use for audio typing. However, it is not known how accurate this is. Ussually automatic translations like this aren't very reliable. *If possible*, the document should

always be checked and corrected for readability by a translator in the AOY or person who can read that language before being sent off to those who might have need of it.

## Saving this document and emailing it in

When you have completed this sheet, save it as Audio_[Insert title of sermon]_[Insert D for Detailed or S for Simplified format][Insert Mini or Main]Sermon_[insert your full initials]_[insert today's date]. An example would be:

### Audio_Tending The Sheep_DMiniSermon_JS_08042013

If the sermon was audio typed by more than 1 person, put one persons initials name in the group and follow that by the number of people who worked in your team to do the audio typing. The below shows that 2 people worked in a team to get the audio typing done. Whoever's initials is on the file name, they must take responsibility for the accuracy of the audio typed sermon.

### Audio_Tending The Sheep_DMiniSermon_JS2_08042013

If the audio typing done is from the streaming containing  two sermons, use the following format instead: AudioSteam_[Insert Sabbath/NewMoon/1stHighDayofUBMorning etc]_[Insert date service took place]_ ]_[Insert D for Detailed or S for Simplified format]_[insert your initials]_[insert today's date]. An example would be:

### AudioStream_Sabbath_18072010_S_JS_08042013

Email your completed audio typed sermon(s) to the Living Way.

**NOTE:**

**Date format is now month 00, day 00 and year 0000**

## Difference between 'contributors' work from 'volunteer' work

### A brief history

At the present time (February, 2016), messianicisraelite.com has been set up as a foundation to which anyone affiliated with the AOY and is 16 or over may contribute work or good fruit to the Assemblies of Yahweh or Yahweh himself through the internet via the Living Way Youth Program. The individuals that send work to the Living Way by this method are called **contributors**.

The difference between the volunteers and contributors would be that volunteers would be dedicated online workers, producing work consistently every 2 weeks, or, 'every season', whilst contributors would just send in work whenever they can or want to.

Below is what you **need** to know about the audio typing category if you are considering becoming a volunteer for the future.

## Volunteering

The problem with contributions for audio typing is this. We have made the rule that unless the AOY has asked one to audio type another sermon, all digital sermons audio typed must come from the AOY site. However, obviously then, the Living Way will have to produce a list of all the sermons that have been audio typed, probably updating that list every week and publishing it so that contributors do not audio type the same sermons. Possibly, this could just be shown by those sermons that do not have an audio typed sermon next to them on the AOY site. Further, at certain times, the AOY **will** have need of a sermon to be audio typed and/or translated, which is where volunteers come in.

The streaming enables us all to be united in us all listening to the **same service** each Sabbath. We cannot underestimate the importance of streaming. When people come in to the AOY who do not speak the English language, then they will have a problem, **unless** the services preached were translated and so audio typists can do this and the Living Way can receive and then the AOY send out, the translations by email. Because the main sermon is usually already pre-recorded, the sermon can be audio typed and even translated before it is even broadcasted from Bethel, allowing the Assemblies of Yahweh to sync the lyrics with the video. It's more than likely translation tools will improve, especially on YouTube, since it's now owned by Google.

If it is Yahweh's will, assignments will come to volunteers through assignment sheets. They are a number of different assignments one could receive as a volunteer. Below is just a snippet of an audio typing sermon assignment found on a assignment sheet:

**Two week's normal assignment is:**

To detail audio type the following sermon:

100710_StrivingToBePhiladelphiaJSM.mp3

Because the volunteers will be working in online groups collaboratively, different volunteers could work on different parts of the same sermon and even at the same time thanks to OneDrive and therefore we can split the big task of audio typing sermons in to bitesize chunks. Five people audio typing an hour long sermon would only have to do 20 minutes each. Further, we will need people who can work in other languages other than English for the translation purposes to help out with that. The AOY may choose to send out sermons to be audio typed each week, especially following the mini and main sermons being preached from Bethel. Being able to work together to do good for the ministry is a blessing and this will really help to spiritualize those who do these tasks, but also help out the Assemblies of Yahweh internationally too. Audio typed sermons can be processed and used for Quote It purposes also. The categories of messianicisraelite.com are interlinked.

## Vision

The vision the editor has is that the Assemblies of Yahweh could have an army of volunteers, online volunteers all over the world, who are beautifying the Assemblies of Yahweh both internally and externally and working in the Word of Yahweh, not only to strengthen themselves spiritually, but to strengthen all those who share in their works. This Body is the Truth, and we want to prepare this glorious Body as a beautiful Bride of the Messiah so Yahshua our Savior and soon coming King will be pleased at His Coming and even before that, that Yahweh could look down from heaven and see a people who love Him, love His Word, love Yahshua and love each other. The world may be becoming

more evil and corrupt, but in the Assemblies of Yahweh we want to be becoming more spiritual, more loving. Let us prove to Yahweh our love every day and make the Assemblies of Yahweh the type of organization that Elder Jacob O. Meyer (OBM) envisioned years ago.

## Advice

Just so you know, we have a OneDrive friendly version of the audio typing form which would be shared with online volunteers. If you are feeling brave and want to do some audio typing yourself manually without AI and are wondering how one is able to keep up typing at the pace of speed the Preachers speak, or anyone speaks, it's not that we're superfast at typing. You can slow down speech in settings on the Streaming in Youtube by clicking on the cogs icon and changing the speed there. We in the below example demonstrate it with Windows Media Player. First, open your sermon/service media file in Windows Media Player. Next, right-click anywhere within the player. You should get a screen like this:

As you may be able to see, you can go to Enhancements > Play speed settings. Then click on 'slow'.

It will then play the file slower than normal so you can keep up with typing. Course, even then you will have to rewind it back at times to accurately record what has been said. Even so, listening to the messages of the Assemblies of Yahweh is a great way to foster the Holy Spirit. Although these

categories are worthless without obedience to Yahweh's Law, these categories will assist you spiritually as you do all in your power to keep Yahweh's Law.

**www.messianicisraelite.com**

"Open the door"

**Hoped to be part of the:**

Living Ways

Let no man despise your YOUTH; but you be an example to them that believe, in WORD, in manner of LIFE, in LOVE, in FAITH, in PURITY

DISCLAIMER: This site has not yet been endorsed by the Assemblies of Yahweh and is not a part of the Living Ways Youth Program. The editor – a member of the Assemblies of Yahweh - has built this site to be part of the Living Way Youth Program, a program of the Assemblies of Yahweh (Bethel, PA).