



Church streaming platform decision workbook: core edition

Eight-page working copy | US Letter | Updated August 11, 2026

Use this workbook to compare StreamYard, Resi, OBS Studio, or another workflow under your church's actual Sunday conditions. It is designed for normal 10.5–11 point type with the page breaks shown below; do not shrink it to force extra content onto a page. Public features and prices change. Attach current official plan pages, written quotes, and pilot evidence rather than copying vendor claims into this workbook.

Page 1 of 8: Scope and current system

Decision record

Field	Entry
Church / location	_____
Decision owner	_____
Approver	_____
Target decision date	___ / ___ / ____
Required go-live date	___ / ___ / ____
Maximum first-year cost	\$ _____
Maximum ongoing annual cost	\$ _____
Longest acceptable live interruption	_____ minutes

State the problem without naming a product

We need a streaming workflow that _____
because our current workflow _____
Success after 90 days will mean _____

Current path and ownership

Fill in the make, model, service, or account owner. Mark anything unreliable or unknown.

Part of the path	Current item / owner	Status or change needed
Cameras and switching/capture		☐ Good ☐ Change ☐ Unknown
House audio to stream		☐ Good ☐ Change ☐ Unknown
Production / encoding device		☐ Good ☐ Change ☐ Unknown
Streaming service(s)		☐ Good ☐ Change ☐ Unknown
Router, wired port, ISP		☐ Good ☐ Change ☐ Unknown
Website / player / archive		☐ Good ☐ Change ☐ Unknown
YouTube / Facebook ownership		☐ Good ☐ Change ☐ Unknown
Password manager / MFA recovery		☐ Good ☐ Change ☐ Unknown
Local recording / backup storage		☐ Good ☐ Change ☐ Unknown

Draw the current signal path:

microphones/mixer → _____ →
_____ → wired network →
_____ → viewer

Why change now?

- ☐ Unstable stream ☐ One-person dependency ☐ Volunteer difficulty
☐ New destinations ☐ Website/app viewing ☐ Remote guests
☐ More production control ☐ Captions/archive/replay ☐ Cost
☐ Aaina hardware ☐ First streaminga setup ☐ Other:



Page 2 of 8: Requirements and guardrails

For each item, mark **W** (required weekly), **F** (needed within two years), **O** (optional), or **N** (not needed).

Audience and production

Need	W/F/O/N	Quantity, destination, or owner
YouTube / Facebook		
Church website player		
App, overflow room, or private event		
Live captions / corrected transcript		
Permanent archive / replay		
Downloadable local recording		
One camera / multiple cameras		
Slides, lyrics, or video playback		
Remote guests / screen sharing		
Custom scenes / separate audio control		
Separate recording tracks		

Normal weekly production in one sentence:

Expected change within two years:

Nonnegotiables

A finalist that fails one is removed even if it scores well.

1. _____
2. _____
3. _____
4. _____
5. _____

Accessibility, privacy, and ownership

Check	Confirmed	Owner / next action
Caption and transcript process	☐	
Comment and prayer-request moderation	☐	
Policy for showing children/minors	☐	
Guest recording consent	☐	
Music streaming/license responsibility	☐	
Recording retention and deletion	☐	
Account and recording export on cancellation	☐	
Shared account access without personal passwords	☐	

Data or recordings that must move if the church changes vendors:



Page 3 of 8: Internet and continuity

Run three **wired** tests during the normal service window. Note other network use. A speed test is not the pilot; page 7 tests the full camera-to-viewer path.

Same-time connection record

Date / time	Upload Mbps	Latency / loss / jitter	Other traffic or instability

Typical upload: _____ Mbps Worst upload: _____ Mbps Wired encoder: ☐ Yes ☐ No

Known pattern of outages or variation: _____

Planned stream bitrate and destination guidance source: _____

Readiness and ownership

Check	Yes / No / ?	Owner or action
Encoder cable and switch port labeled		
Router access and configuration backup available		
Production traffic can be prioritized or separated		
Guest Wi-Fi / backups controlled during service		
ISP account and support number documented		
Cellular or second-provider backup works here		
Separate cellular device can verify the viewer feed		
A Sunday troubleshooting contact is assigned		

Interruption plan

Failure	Expected viewer result	Operator action / evidence needed
10-second upload loss		
1-minute upload loss		
Complete ISP outage		
Encoder or browser crash		
Destination login expires		

Backup connection: ☐ Available ☐ Planned ☐ Not practical Cost: \$ _____ / month

Activated by: _____ Tested on: ____ / ____ / ____

After _____ minutes without recovery, the team will:

☐ Keep the room service running ☐ Continue local recording

☐ Post the prepared notice ☐ Upload the recording later

☐ Contact: _____

Prepared notice location: _____



Page 4 of 8: Volunteer cold-start test

Choose a normal backup volunteer, not the system designer. Start from full shutdown. The designer observes without taking over unless security or safety is at risk.

Test record

Measure	Result
Volunteer / date	____ / ____ / ____ / ____
Power-on to verified viewer feed	____ minutes
Manual steps	_____
Times help was needed	_____
Credentials or MFA approvals needed	_____
Errors or uncertain steps	_____
Correct stop and archive	☐ Yes ☐ No ☐ With help

Viewer feed verified on a separate connection: ☐ Yes ☐ No

Can another person repeat Sunday?

Item	Ready	Fix, owner, date
One-page start/stop runbook	☐	
Reusable service template	☐	
Devices, inputs, and cables labeled	☐	
Audio meters and headphones understood	☐	
Viewer check uses a separate connection	☐	
Local recording checked after service	☐	
No-audio recovery card	☐	
No-camera recovery card	☐	
Internet-failure recovery card	☐	
Two people can operate alone	☐	
Configuration backup/export saved	☐	
Account recovery and backup MFA method	☐	
Updates occur midweek, followed by a test	☐	

New-operator training time: _____ hours

Primary operator: _____ Backup operator: _____

Technical escalation contact / phone: _____

Most likely operator mistake: _____

Next runbook fix: _____

Owner: _____ Due: ____ / ____ / ____

Cold-start result: ☐ Ready ☐ Ready after listed fixes ☐ Not repeatable yet



Page 5 of 8: Weighted shortlist

Name the finalists before scoring. Replace any default option with another workflow.

A: _____ B: _____ C: _____

Score each from 1 to 5: **1** poor or unproven; **2** major gaps; **3** workable with known effort; **4** good with evidence; **5** proven in this church's pilot.

Calculate points = score × weight ÷ 5. For each A/B/C cell, write **score / points**. Weights total 100.

Criterion	Weight	A score / points	B score / points	C score / points
Sunday internet fit	25			
Volunteer repeatability	20			
Required destinations / viewer experience	15			
Three-year cost	15			
Recovery, monitoring, and support	10			
Production format	5			
Website, archive, and replay	5			
Accessibility and privacy	5			
Total	100	/100	/100	/100

Require a pilot result, written quote, current official page, or existing runbook for every score of 4 or 5.

Evidence and unknowns

Finalist / criterion	Evidence for 4–5 or unknown that may change the score

Elimination check

Finalist	Failed a nonnegotiable?	Keep?	Reason
A	☐ Yes ☐ No	☐	
B	☐ Yes ☐ No	☐	
C	☐ Yes ☐ No	☐	

Highest score: _____ /100

Best fit after the nonnegotiable check: _____

Do not approve a platform from this page alone. Confirm the full cost and run the common pilot.



Page 6 of 8: Three-year cost and written answers

Mark each amount **Q** (written quote), **P** (public price), or **E** (estimate). Use the same tax, inflation, and labor assumptions for every finalist.

Cost comparison

Three-year cost category	A	B	C
Subscriptions, renewals, licenses	\$	\$	\$
Destinations, relay, player, bandwidth	\$	\$	\$
Captions, storage, archive	\$	\$	\$
Encoder computer/device	\$	\$	\$
Capture, switching, and audio hardware	\$	\$	\$
Cables, network work, backup internet	\$	\$	\$
Setup, documentation, migration	\$	\$	\$
Initial and refresher training	\$	\$	\$
Staff/contractor support time	\$	\$	\$
Replacement reserve, tax, other	\$	\$	\$
Three-year total	\$	\$	\$

Inflation/renewal assumption: _____% Time rate: \$ _____ / hour

Checked by: _____ Date: ____ / ____ / ____

Questions that need written answers

Use a quote section, contract clause, official URL, or support response as the source.

Question	Answer / written source
What encoder, hardware, and licenses are included?	
Which destinations are native or extra-cost?	
What happens after 10 seconds and 1 minute without upload?	
What delay should our exact workflow create?	
What storage, retention, bandwidth, and overages apply?	
What Sunday support is included, with what response target?	
How are captions created, corrected, and preserved?	
Who owns and can export recordings and account data?	
What are the contract term, renewal price, and cancellation rules?	
Who supports each part if two vendors are combined?	

Quote expires: ____ / ____ / ____ Contract reviewer: _____



Page 7 of 8: Common private pilot

Copy this page for each finalist. Run the same 45–60 minute test with the normal volunteer, camera, slides, house audio, network, and required destinations. Get church IT approval before interrupting the connection.

Workflow / plan: _____ Date/time: _____

Encoder / computer: _____ Volunteer: _____

Destinations: _____

Results

Test	Pass / fail	Result, time, or evidence
Cold start from the runbook		Setup: _____ min
Camera, slides, and house audio correct		
Audio/video remain synchronized		
Every required destination connects		
Viewer feed verified on cellular data		
Local recording starts		
No computer load or heat warning		
10-second controlled interruption		Recovery: _____
1-minute interruption, if approved		Recovery: _____
Encoder/browser restart		Recovery: _____
Included support contacted		Response: _____
Archive/replay retrieved		
Local recording opens and stays in sync		
Second volunteer repeats start/stop		Help needed: _____

Operator interventions, in order:

1. _____
2. _____
3. _____

Dropped, distorted, or missing audio/video: _____

Warnings, alerts, or viewer errors: _____

One material change for the next retest: _____

Retest date/result: _____

Pilot decision: ☐ Pass ☐ Pass with conditions ☐ Fail ☐ Retest required

Conditions or reason: _____



Page 8 of 8: Decision, ownership, and review

Shortlist result

Finalist	Score /100	3-year cost	Pilot	Nonnegotiables	Status
		\$		☐ Met	☐ Choose ☐ Remove
		\$		☐ Met	☐ Choose ☐ Remove
		\$		☐ Met	☐ Choose ☐ Remove

Chosen workflow: _____

It fits our Sunday operation because: _____

Other finalists were removed because: _____

Assumptions still being watched:

1. _____
2. _____
3. _____

Risk	Prevention or recovery	Owner / due date

Approval and handoff

Record	Entry
Approved first-year / annual cost	\$ _____ / \$ _____
Approver / date	_____ / ____ / ____ / ____
Account / implementation owner	_____ / _____
Primary / backup operator	_____ / _____
Training / final private pilot	____ / ____ / ____ / ____ / ____ / ____
Go-live / 30-day / 90-day review	_____ / _____ / _____

Before go-live

- ☐ Quote, renewal, and cancellation terms saved
- ☐ Accounts, MFA recovery, and data ownership documented
- ☐ Camera-to-viewer path and configuration backup documented
- ☐ One-page runbook and failure cards completed
- ☐ Two operators trained; full-length private pilot passed
- ☐ Local recording, archive, captions, privacy, music, and moderation checked
- ☐ Backup connection or upload-later plan tested
- ☐ Sunday escalation contacts posted

90-day review

Events run: _____ Interrupted/failed: _____ Average setup: _____ min

Support contacts: _____ Unexpected cost: \$ _____

Decision: ☐ Keep ☐ Fix training/docs ☐ Change hardware/network ☐ Change plan ☐ Reopen decision

Next action: _____ Owner: _____ Due: _____

The decision is complete when the church has a current inventory, a scored and costed shortlist, a passed pilot, named owners, and a dated next action.