

PRODUCTION

** The purpose of this manual is to provide a clear and specific guide to guarantee the optimal operation and development of the department, in order to serve as an instrument of support and institutional improvement.*

PURPOSE

The vision of the production team is to empower each team member to use their God-given gifts & talents to bring people closer to God, whether they're worshipping in-person or online. Serving on the production team supports our value of **SERVE** and is an extension of Word of Life.

WELCOME

We are excited to welcome you to the team! As a member, your responsibilities go beyond documenting the ins and outs of a given Sunday. Our task is to capture what God is doing through Word of Life Church as we work to Reach the Lost, Disciple the Found, and Empower the Called.

CONTACTS

Technical Director

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SERVE TEAM OPPORTUNITIES:

- *Sunday Morning Services:*
 - Service Times are 10 & 11:30AM with an 8:30AM call time each Sunday morning.
 - Rehearsals are held in the sanctuary on Thursdays at 6PM. Rehearsals are not mandatory but are encouraged.
- *Special Events:*
 - Special events include Revival Night services, popup off-site events, and any other non-Sunday morning services.

POLICIES & PROCEDURES

Scheduling

- Schedules are sent by email and text from the Planning Center Online (PCO) application to let you know you are scheduled for upcoming services. This includes service dates and service times.
 - You may use block-out dates ahead of time so we know and see what days you are out of town or unavailable to serve.
 - Positions are typically scheduled two weeks in advance.
 - *Team Expectations*
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- *Grow Spiritually*
 - Feed on the Word of God daily so you will be full and able to feed others
 - You are responsible for building your faith and relationship with God
 - Make Church a priority and devotion a daily habit
 - Service times should not be your only time of worship
- *Be Prepared*
 - Be familiar with the service rundown before you arrive and be aware of any specific responsibilities that may come with your position
 - Arrive on time
- *Be Humble*
 - Stir up your gifts and work hard on your craft with a good attitude
 - Always look and ask for ways you can grow and maintain a humble and teachable spirit
- *Be Flexible*
 - We ask that all volunteers remain flexible as we may have to change schedules or service rundowns based on unforeseen circumstances.

POSITIONS

- *Lighting Programmer/Operator*
 - Programs and operates sanctuary lighting. Experience is required to program, but not necessarily to operate.
 - *Producer*
 - Oversees & coordinates all production elements including live stream, lyrics, props, cross-campus communication, and overall service flow, and makes on-the-fly decisions as needed. Experience preferred but not required.
 - *Camera Operator*
 - Operator for sanctuary cameras. Different positions are available depending on skill level and physical ability. No experience required.
 - *CG*
 - Programs and operates lyrics, message notes, and countdown timers. No experience required.
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