

# ALC Media Team Guidelines

## PURPOSE (WHY WE EXIST)

We exist to help share the Gospel of Jesus Christ by telling stories that lead to real life change.

## MISSION (WHAT WE DO)

We use media to faithfully capture and shape moments that help people see, understand, and experience life change.

## VISION (WHERE WE'RE GOING)

We are building a media ministry that tells the story of Jesus clearly and creatively, reaching people far beyond the room.

## BASIC GUIDELINES

- We must have a personal relationship with Jesus Christ that is consistent and growing through prayer, Bible reading, and church fellowship.
- We must be committed attendees and tithers/givers of this church, including regular attendance at Sunday services.
- We must demonstrate competence in the position we desire to serve in.
- We must be comfortable working with various media equipment.
- We must maintain a faithful & reliable attendance record- this applies to services & rehearsals.
- We must be willing to show up for rehearsals of any kind to provide the media needs requested (ex: worship rehearsal, event rehearsals, etc.)
- We must be committed to this team by maintaining an attitude of unity & love for one another through our words & actions.
- We are expected to come to Sunday rehearsals and all services already having had time with the Holy Spirit before our arrival.

## COMMITMENT TO A GODLY LIFESTYLE

- Media team members are expected to live a lifestyle that is above reproach, avoiding even the appearance of evil (1 Tim. 3). It is imperative that we consider the way we treat each other and carefully guard our hearts from impurities and pride.
- Social media is a representation of who we are and we are representations of this house. Please make sure you uphold righteous conduct on social media as well as you would in person. By being on this team, you are giving your leaders the right to hold you accountable for what you say/post on social media. If something does not uphold standards of righteousness set by God's Word & this house, you may be asked to take it down.
- Unity is essential for victory. On this team, we uphold the standard of unity and make no room for division. The Bible says to "seek peace & pursue it" (Ps. 34:14) and to make sure there are "no divisions among you, but that you be united in the same mind and the same judgment" (1 Cor. 1:10). By being on this team, you agree to foster unity and to protect the team from any kind of division. The Bible tells us to watch out for those who cause divisions and to keep away from them (Rom. 16:17-19). If the leadership determines that you're disrupting unity or causing division, according to scripture we have the obligation to bring correction, which could result in removal from the media team.
- It is God's desire and our desire to see our media team members living a victorious Christian life, free from bondage. If there are any addictions or issues with which you struggle, please let us know—we are here to help you, not to judge you.

The following issues should be dealt with before any public ministry position is taken:

- alcohol and drug abuse
- sexual immorality
- a prideful attitude or anger/rage problems
- an inability to submit to leadership
- gossiping and stirring up strife
- an unbiblical lifestyle

## DRESS CODE FOR SERVICES

General Dress Code: Modest & dressy, casual (not sloppy)

- No overly tight clothing (Women: no short skirts or short dresses)
- No spaghetti strap tank tops (without a covering)
- No revealing clothing (i.e., see-thru material without an undershirt, crop tops)
- No huge or inappropriately placed rips/tears in pants
- No sweatpants/lounge pants (Sunday mornings only. Tuesday/Wednesday are okay.)

*For floating cameras: Please wear darker colors to avoid distraction.*

## SCHEDULE + COMMUNICATION REQUIREMENTS

**Please make sure you are ready and in your position 10 minutes before the start of the service, prayer meeting, or MyGroup**

- **Sundays:**

8:30 AM - Worship Rehearsal (lyrics, sound, and lights)

9:30 AM - Leaders Corporate Prayer (entire team)

10:30 AM - Team Huddle (entire team)

11:00 AM - Service

- **Tuesdays:**

6 PM - Corporate Prayer

- **Wednesdays:**

7 PM - Bible Study

### **Communication:**

- Download the Planning Center App (Services) onto your phone or make sure you have access via a computer or cell phone. This is how we will schedule you and give you access to the orders of service and schedules.

- Join the ALC Media Team Facebook group message

## ABSENTEES/TARDINESS

- If you know that you would be either late to Sunday rehearsal or service or will not be able to attend, please do your absolute best to notify leadership as soon as possible.
- Absentee & tardiness to rehearsal/service without communication is unacceptable and unprofessional. If you are absent from or consistently late to services without proper communication to leadership, you will be asked to step down.

## FOCUS & BOOTH EXPECTATIONS

To serve with excellence and avoid distractions during service, we ask everyone on the media team to honor the following expectations while scheduled to serve:

### **Full Attention While Serving**

When you are scheduled to serve, your focus should remain on your assigned role throughout the service. Staying attentive helps ensure smooth transitions and supports the entire team.

### **Phone Use**

Please avoid excessive or non-essential phone use while serving. Phones should only be used for service-related communication or tasks.

### **No Children in the Booth While Serving**

For safety, focus, and consistency, children should not be in the booth while volunteers are scheduled to serve. Media spaces require focus and contain equipment that makes them unsuitable for children during services.

### **Be in Position and Ready**

Arrive on time and be fully set up *before* the service begins. Remain at your station unless directed otherwise or after communicating with the team lead.

## **Respect the Team Environment**

Follow directions from the director or lead during the service and save questions for appropriate moments. Supporting one another with focus and professionalism helps the entire team serve well.

These expectations exist to create a focused, distraction-free environment so our team can serve with excellence and consistency!

**STATEMENT OF AGREEMENT**

As a member of this team, I \_\_\_\_\_, acknowledge to uphold the standards that have been set before me. This team is important enough to me to make the necessary changes and effort to reach these standards and if I feel myself falling below these standards, I will make a point to talk with my leadership. If I contradict any of the standards and expectations listed above, I give my leadership the right to correct me and potentially remove me from the team if the offense is serious enough.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_