

Sunday Plans Resource

Each month, our creative team & worship team meets together to plan the following month's services with creative elements, songs, and visuals. This document helps keep track of everything planned on the creative/media side. Worship typically plans their songs in Planning Center and we take note of those as well.

July 5

Specialties: (Ex: Baptism Sunday, Father's Day, etc.)

Announcements

- Event & details listed here (announcement cards are then created for each Sunday)

Lighting/Screens

- Worship Backgrounds/Lighting: list colors you want to stick to that month

Creative Elements

- Ex: Choir, flaggers during service, spoken word, etc.
- You can also add anything special that will happen *outside* of service here (ex: photobooth in the foyer, table in the foyer with flyers for a special event, free coffee bar, etc.)

Worship Team Dress Code

- Decide on colors/themes that match your lighting & screens for a more cohesive look

Copy this template above and continue with the following Sundays for the month.