

CREATIVE MEETINGS (SOP)

CORE PRINCIPLE

Each meeting must answer:

“What gets decided or produced here that cannot happen elsewhere?”

MONDAY

PROGRAMMING MEETING (1:30–2:30 PM)

Purpose: Build the service plan

Covers:

- Hot / Not / Next
- Run of show
- Service Flow / Transitions
- Creative elements / deliverables
- Sermon / Service alignment

Deliverables:

- Finalized service order
 - Current week / Next week
 - Segment timing
 - Assigned creative elements (video, moments, transitions)
 - Clear vision for Sunday and Events
 - Look towards the next Tier One
-

COMMUNICATIONS TOUCHBASE (2:30–4 PM)

Purpose: Promote + Communicate

Covers:

- Upcoming events
- Social strategy
- Messaging / Service alignment
- Content calendar

Deliverables:

- Weekly content plan
 - Assigned posts / assets
 - Campaign updates
 - Deadlines for creatives
 - Review Tier-One Back-Off Plan
-

T U E S D A Y

CREATIVE LEADS TOUCHBASE (9–10 AM)

Purpose: Align departments

Covers:

- Worship
- Production
- Communications
- Programming updates

Deliverables:

- Cross-team clarity
- Identified gaps
- Problem-solving decisions

(This should NOT repeat Monday, only alignment + issues)

WORSHIP MEETING (10–11 AM)

Purpose: Prepare the worship experience

Deliverables:

- Final song list
 - Key transitions
 - Team assignments
 - Rehearsal focus
-

PRODUCTION MEETING (11–12 PM)

Purpose: Execute technically

Deliverables:

- Tech needs confirmed
 - Stage setup finalized
 - Lighting / audio / video plan
 - Equipment issues addressed
-

W E D N E S D A Y

ABLETON PROGRAMMING (9–10 AM)

Purpose: Build tracks / musical flow

Deliverables:

- Tracks completed / balanced
 - Cues programmed
 - Worship / Production Programming Alignment
-

SERVICE WALK-THROUGH (10–11 AM)

Purpose: Simulate Sunday

Deliverables:

- Pre-Service check
 - worship run-through
 - Transition adjustments
 - Arrangements Solidified
 - VA and hosting check
 - Final execution clarity
-

WORSHIP INTERNSHIP (4–5:30 PM)

Purpose: Develop people

Deliverables:

- Training completed
 - Feedback given
 - Future leaders developed
-

WEDNESDAY SERVICE WALK-THROUGH**YC SERVICE WALK-THROUGH (5:30-6:30 PM)**

Purpose: Simulate Service

Deliverables:

- Pre-Service check
 - worship run-through
 - Transition adjustments
 - Arrangements Solidified
 - Video / Service Elements check
 - Final execution clarity
-

T H U R S D A Y**ONE-ON-ONES (10–12 PM)**

Purpose: Build leaders

Deliverables:

- Personal development
 - Feedback
 - Accountability
 - Growth plans
-

RULES FOR MEETINGS

1. “NO UPDATE RULE”

If it doesn't require discussion → it goes in email.

Meetings are for:

- Decisions
 - Problems
 - Alignment
-

2. WEEKLY DELIVERABLE TRACKER

After Tuesday:

Area	Status	Owner	Due
Worship	Ready / Needs Work		
Production			
Comms			
Programming			

FINAL OPTIMIZED VERSION

MONDAY

- Programming (build service)
- Communications (promote it)

TUESDAY

- Align teams
- Prepare worship + production

WEDNESDAY

- Execute + refine

THURSDAY

- Develop leaders
 - Future Projects and initiatives
-

NON-NEGOTIABLE DELIVERABLES (EVERY WEEK)

By end of Wednesday:

- Service fully planned
 - Worship fully ready
 - Production fully ready
 - Content scheduled
 - Volunteers aligned
-