

# ONBOARDING TO CREATIVE (SOP)

## 1. Initial Intake

- Send **name and phone number** of new volunteers to the appropriate Creative Lead:
    - **Band:** Ian
    - **Vocals:** Mary
    - **Production:** Sean
    - **Capture:** Jessica
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## 2. First Follow-Up

- **Creative Lead contacts volunteer on Monday**
    - Provide follow-up
    - Share next steps
    - Invite them to attend the next **Wednesday gathering** for introduction
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## 3. Welcome Communication

- A **welcome email or text with video** is sent to each volunteer
    - Sent on **Monday or Tuesday following their first introduction**
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## 4. Team Introduction (Wednesdays | 6:30–7:00 PM)

### Vision Casting

- **Worship at FA|FM**  
Our heart for worship is to create a worship experience that leads people into a **Spirit-led, genuine encounter with God.**
- **Production at FA|FM**  
Our heart for production is to create **distraction-free environments** where the communicator remains the clear focus, supported by a **volunteer-driven and empowered team**, leading the congregation into inspired and anointed encounters with God.
- **Capture at FA|FM**

Our heart for capture is to tell the story of what God is doing in and through our church, capturing moments with excellence and authenticity so they can impact lives, build faith, and reach people both inside and far beyond our walls.

## **Team Culture & Expectations**

- **Rotation Philosophy**
  - No one serves back-to-back weeks
- **Style Guide**
  - Dress comfortably with modesty
- **Sound of the House**
  - Multi-cultural / multi-generational sound
  - Fusion of **Rock and Gospel**

## **Musical Expectations & Planning Center Online (PCO)**

- Learn music through **PCO** prior to rehearsal using provided assets
- Wednesday rehearsals are focused on:
  - Transitions
  - Tightening arrangements
  - Prayer and spiritual preparation for services
- Volunteers are expected to **Accept or Decline** requests in PCO

## **Authentic Community**

- Invite volunteers to **guys' and girls' nights** (monthly)
  - Encourage participation in:
    - Growth Track
    - Connection Groups (via website or app)
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# **5. Role-Specific Onboarding**

## **Vocals**

- Invited to **Sunday Choir (Sundays | 9 & 11 AM)**
- Invited to **Tier One Choir Practice (Wednesdays | 7 – 8 PM)**
  - Section Leader sits with new members during practice
  - Section Leader introduces them to choir members
  - Introduction to PCO and navigation during rehearsal
- Section Leader shares:
  - Sunday schedule
    - **Meet 15 minutes before each service**

- Practice expectations
    - Practices your music through PCO (attachments and documentation)
    - Frontline Vocals meet weekly when scheduled
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## **Band**

- Invited to **shadow a rehearsal (Wednesdays | 7:00–8:00 PM)**
    - Music Director introduces them to band members
    - Volunteer shadows their instrument
  - Post-rehearsal follow-up with Music Director:
    - If additional development is needed:
      - Invite them back the following Wednesday at **6:00 PM**
    - If ready:
      - Add to rotation as soon as possible
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## **Production**

- Invited to **training intensives (Wednesdays | 7:00–8:00 PM)**
    - Introduction to:
      - Equipment
      - Software
      - Production flow
    - Hands-on shadowing experience
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## **6. Administrative Follow-Up**

- Creative Leads enter all new volunteers into the **Creative Dashboard**
- Include the names of new volunteers in the **weekly recap**
  - Send recap to **P. Micah**