

SUNDAY MAIN SERVICES SOP

Service Times: 9:00 AM & 11:00 AM

MONDAY – TWO WEEKS OUT (PLANNING & CONFIRMATION)

Worship Director (WD)

- Confirms worship set list for services two weeks ahead
- Sends volunteer invites for worship teams
- Sends group text to worship volunteers clarifying:
 - Expectations
 - Deliverables
 - Confirmations

Technical Director (TD)

- Sends production volunteer invites for services two weeks ahead

Experience Director (XD)

- Emails speaker to:
 - Confirm service date
 - Reiterate expectations
 - Confirm material due dates
- Confirms with TD, WD, and MD that all worship and production volunteers are secured

TUESDAY – WORSHIP TOUCH BASE

10:00 AM – Worship Touch Base Meeting

Agenda

- Confirm set lists and volunteers:
 - Current week
 - Following week
- Review rotations and set lists up to 30 days out
- Prepare for next Tier One Event:
 - Wins & stories
 - Hot / Not Next (services & practices)
 - Backup plans
 - Set lists
 - Creative moments
 - Volunteer teams & leads
 - Style guide
 - Volunteer updates

WEDNESDAY – SERVICE PREP & REHEARSAL

9:00 AM – Service Ready Prep (TD & Production Team)

All assets must be ready to present to the Creative Pastor by 2:00 PM.

Deliverables

- Countdown & opening videos ready and tested
- ProPresenter & audio scenes programmed
- CG for all songs and service elements tested
- FOH cleaned and volunteer-ready
- Graphics & lower thirds completed
- Hosting assets ready and tested
- VA levels balanced and ready
- Speaker setup:
 - Lighting scene
 - Mic & levels

- Sermon graphics

10:00 AM – Experience Team Walk-Through

- Test all audio lines, levels, and microphones
- Clean and prepare stage
- Check and balance video cameras
- Test tracks and audio levels
- Walk through arrangements and confirm keys
- Confirm all PCO deliverables:
 - Service schedule
 - Run list
- Run worship set with worship leaders and Keys 1

EVENING CALL TIMES

- **5:45 PM** – Experience Leads
 - Prepare areas
 - Train volunteers
- **6:00–7:00 PM** – Training & evaluations
- **7:00 PM** – Worship & Production Volunteers
 - Band rehearsal (Main Auditorium)
 - Vocal rehearsal (Green Room)
 - Production walk-through (FOH)
- **7:30 PM** – Full run-through with all Experience volunteers
- **8:00 PM** – Corporate prayer
- **8:30 PM** – Room shutdown
 - Power down all necessary equipment:
 - Green Room
 - Stage
 - FOH
 - Broadcast
 - Creative Suite
 - Turn off all lights

THURSDAY – WEEK OF

- **All speaker assets due by 12:00 PM**
 - Delivered to the Technical Director
- **Clean up any missed assets and deliverables before end of day**

SUNDAY – SERVICE DAY

7:30 AM – Experience Team Staff

- Water on stage
- Green Room TVs & audio set
- First song playing in auditorium
- All equipment powered on and checked
- iPads placed for musicians
- Stage cleaned and ready

7:45 AM – Experience Volunteers (Worship & Production)

- Team huddles (Band, Vocals, Production)
- Line check
- Worship readiness:
 - IEM check

- Batteries
- Water

8:00 AM – Run-Through

- Prayer
- Transition walkthroughs and ownership
- Run countdown through worship set
- Hosting walkthrough:
 - Assets
 - Mic & EQ
 - Transitions
 - Special moments
 - VA testing
- Speaker check:
 - Lower thirds & graphics
 - Videos
 - Lighting & stage setup
 - Mic check

PRE-SERVICE (FIRST SERVICE)

8:40 AM

- Lights set
- Chairs set
- Stage cleared
- CG background live
- Pre-music at ~75 dB
- Greeters in place, doors open
- Final Experience team checks

8:50 AM

- Experience Team prayer (Green Room)

8:55 AM

- All teams in position
- Speaker seated front row with mic
- Broadcast live with graphic & music
- Countdown queued
- Music +5 dB

8:57 AM – Countdown Begins

- Triggered by MD via Ableton
- Choir & vocals on stage
- Audio ramps to ~90 dB

9:00 AM – SERVICE BEGINS

POST-FIRST SERVICE

10:15 AM

- Reset stage and production scenes
- Leads greet congregants & first-time guests

SECOND SERVICE RESET

10:40 AM

- Team regroup
- New volunteer welcomes & updates

10:55 AM

- All teams back in position

10:57 AM

- Countdown begins

11:00 AM

- Second service begins

POST-SECOND SERVICE

12:15 PM

- Canned music ~75 dB
- Post-service slide/video
- Leads greet guests

12:30 PM – Room Shutdown

- Power down production equipment (as appropriate)
- Store microphones properly
- Power down stage & lighting equipment
- Reset stage for school use
- Straighten chairs
- Clean FOH and front row
- Turn off all lights