



2026

WORSHIP & CREATIVE ARTS TEAM HANDBOOK



WORSHIP & CREATIVE ARTS



We are so grateful that you have chosen to partner with us as we serve our THV friends, family, and guests. As part of the WACA Team, you play an integral part in leading the vision of this house, *building followers of Jesus in every generation, for every person who attends our worship services.*

This handbook is a resource to help you in your volunteer role(s). In the pages that follow, you will find information that applies to all Worship & Creative Arts roles, which include: **Worship Team Vocals, Worship Team Band, FOH Engineer, Media Operator, Lighting Operator, Video Director, Camera Operator, Photographer, Videographer, and Social Media Content Creator.**

While our desire is to provide you with an understanding of the organization of the WACA team, please keep in mind that the way you welcome, worship, or serve goes beyond the scope of this handbook.

TEAM MISSION:

Our mission is to create a space of openness, creative expression and a sense of belonging that encourages people to encounter and experience the presence of God.

We believe that your gifts help those who come to The Hill Vallejo encounter Jesus, build relationships, and find their purpose.

PSALM 100
MAKE A JOYFUL NOISE TO THE LORD, ALL THE EARTH!
SERVE THE LORD WITH GLADNESS!
COME INTO HIS PRESENCE WITH SINGING...

MEET THE DIRECTORS



GENESIS ALLEN

WORSHIP & CREATIVE ARTS DIRECTOR

genesis@thehillvallejo.com

Genesis is a devoted worship leader and Creative Arts Overseer in the WACA department. As a wife and mother of three beautiful girls, her heart and passion shine through as she leads others in worship. She recorded her first album with her mom at age 12.



MICAIAH LUM

PRODUCTION DIRECTOR

micaiah@thehillvallejo.com

Micaiah oversees our audio, production, and livestream teams at The Hill. The first instrument he learned to play was the bass guitar.



CAITIE KALAWSKY

MEDIA DIRECTOR

caitie@thehillvallejo.com

Caitie manages our church's social media, website, and other forms of digital and video content, as well as our youth worship team. She is multi-passionate and loves to travel!

STANDARDS AND CORE VALUES

LOVE THE HEART OF GOD

As volunteers, we want to live a life that reflects the love of Christ and shares our passion for the presence of God.

“Who may ascend the mountain of the LORD? Who may stand in His holy place? The one who has clean hands and a pure heart, who does not trust in an idol or swear by a false god.”

Psalm 24: 3-4 NIV

HAVE A HEART FOR PEOPLE

We share a genuine love for people and a desire to grow close with each other.

“Therefore, if you have any encouragement from being united with Christ, if any comfort from His love, if any common sharing in the Spirit, if any tenderness and compassion, then make my joy complete by being like-minded, having the same love, being one in spirit and of one mind. Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, not looking to your own interests but each of you to the interests of the others.”

Philippians 2:1-4 NIV

PURSUE EXCELLENCE

We share a desire to excel in our gifts and continually develop the talents God has given us.

“Sing unto Him a new song; play skillfully with a loud noise. For the word of the LORD is right; and all His works are done in truth.”

Psalm 33: 3 NIV

THE HILL VALLEJO TEAM COMMITMENT

As an essential part of The Hill Vallejo Team, we have a responsibility to represent Jesus Christ. Just as we commit our lives to follow Jesus, we also commit to growing into mature Christian beliefs and behaviors. We recognize that as Christians, the way we present ourselves to others is of vital importance to the way others perceive who God is. Our conduct should never be an embarrassment to our God but should exemplify the best qualities of a believer and servant leader.

WACA GUIDELINES AND PROCEDURES

For each week that you are scheduled to serve, you will receive an email and/or notification through our THV App. It will include your assignments for the upcoming Sunday services. Please be sure to look for this email/text and respond accordingly with “confirm” or “decline”. You will also receive a group message in the THV App for that specific week.

If you have any questions specific to the Sunday you serve, please contact the director you are serving under; Genesis, Micaiah, or Caitie.

SUNDAY SCHEDULE

Worship and Production team members should arrive by 7:15 AM and be ready for sound check no later than 7:30 am.

- **7:45** All Team Production meeting
- **8:00** Worship set run-through
- **8:30** Downtime: bathroom/coffee break
- **8:50** Meet for prayer and any last-minute communication before service
- **9:00** First service
- **10:50** Meet in the green room for prayer and preparation for the second service
- **11:00** Second service

During our production meeting, we will confirm if vocalists and band members will be needed to close the service. We encourage you to stay and be part of both services until the end to connect with people and have conversations that will inspire future team members.

DRESS CODE:

As believers, the way we present ourselves to others is of vital importance to the way others perceive Christ. We should exemplify the best qualities of a mature believer and servant leader. Our goal is to help set the tone for worship and complement the service in every aspect. We should avoid causing unnecessary distractions through our actions or dress. Please review these tips when selecting clothes to wear while leading worship:

- While looking in the mirror, raise your arms as high as possible and swing them in all directions to ensure you are not inappropriately revealing skin.
- Jump around to ensure your movement is not distracting or revealing skin. If so, please change or cover it with a blazer or jacket.
- Please make sure clothes are not wrinkled.
- If you have any questions, ask your WACA Director

WACA GUIDELINES AND PROCEDURES

DRESS CODE (continued)

Each week during Thursday night rehearsals, the worship team will decide on the dress code color for that Sunday. However, if you do not have the color you can wear black. You are not required to purchase anything. Please refrain from wearing tank tops, cap sleeves, tights/leggings, jeans with large hole, and bold or busy prints.

- If you are serving on our camera team, please wear black.
- If you are serving on our Production or Media team, casual wear may be comfortable but tidy.

There are several WACA Roles, which may be updated from time to time. Each team member reports to their Director, who are currently as follows: Genesis (WACA Director), Micaiah (Production Director), and Caitie (Digital Director).

WORSHIP TEAM ROLES AND RESPONSIBILITIES

OVERSEEN BY GENESIS | CALL TIME: 7:30 AM

VOCALISTS:

The Worship Team Vocalists are responsible for leading the congregation in worship through song. Ensure that the service remains engaging and spiritually inspiring. They are prepared and know their vocal parts, are on time, and are obedient to the Holy Spirit and worship flow. They are responsible for attending all scheduled rehearsals, and team meetings. They are encouraged to share creative ideas and suggest songs that are new and old. They will work closely with the Worship Band, Production team, speakers, and hosts to make sure that the Sunday morning services are running smoothly.

BAND MEMBERS:

The Worship Team Band is responsible for leading the congregation in worship through song. Ensure that the service remains engaging and spiritually inspiring. They are prepared and know their parts, are on time, and are obedient to the Holy Spirit and worship flow. They are responsible for attending all scheduled rehearsals, and team meetings. They are encouraged to share creative ideas and suggest songs that are new and old. They will work closely with the Worship Vocalists, Production team, speakers, and hosts to make sure that the Sunday morning services are running smoothly.

PRODUCTION TEAM ROLES AND RESPONSIBILITIES

OVERSEEN BY MICAIAH | CALL TIME 7:30 AM

FOH ENGINEER:

The responsibility of the Front of House Engineer is to ensure that the audio during a Sunday morning service and our online services are maintained. They are proficient in the knowledge of our sound board, sound system, all audio equipment, and have an ear for music. They are familiar with the worship songs that are played for that service. They will work closely with the Worship and Production teams, speakers, and hosts to make sure that the Sunday morning services are running smoothly.

MEDIA OPERATOR:

The Media Operator manages ProPresenter, our visuals, and Spotify for our Sunday morning services. The Media Operator follows the service flow and helps provide information to the congregation through our visuals and slides. In ProPresenter, they will display announcements, series graphics, videos, worship lyrics, scripture, and message slides. They will work closely with the Worship Team, FOH Engineer, Lighting Operator, and speaker.

LIGHTING DIRECTOR:

The Lighting Director manages Light Key during our Sunday morning services. The Lighting Director creatively programs lighting sequences for the different segments of our Sunday morning services. They will follow the flow of our service and help create the target atmosphere. They are familiar with the dynamics of the worship songs that are played for that service. They will work closely with the Media Operator.

VIDEO DIRECTOR:

The Video Director manages our camera switcher for our online live-stream. They communicate with our Camera Operators during service to ensure that they are capturing all the components of our service for our online experience. They work closely with our camera operators.

CAMERA OPERATOR:

The Camera Operators capture all the different components of our in-person service for our online live-stream. During worship, they roam around the platform and create an authentic visual for our online congregation. They are in constant communication with the Video Director for cues and direction.

MEDIA TEAM ROLES AND RESPONSIBILITIES

OVERSEEN BY CAITIE | CALL TIME: 7:30 AM

PHOTOGRAPHER:

The Photographer captures photos on Sunday mornings and at events to keep up with relevant content for our church's website, social media pages, and for our graphics team. They roam campus to creatively capture the different aspects of a Sunday morning including main service, kids' church, youth, Common Grounds, Growth Track, and more, while also highlighting our church's community. Photographers are only required to shoot one of our two services. Photographers report directly to the Digital Director (Caitie) to edit.

VIDEOGRAPHER:

Videographers capture creative and stylistic video clips and b-roll on Sunday mornings and at events to create content for social media, our website, edited videos, and more. They roam campus to creatively capture the different aspects of a Sunday morning including main service, kids' church, youth, Common Grounds, Growth Track, and more, while also highlighting our church's community. Videographers are only required to shoot one of our two services. Videographers are scheduled once per month and report directly to the Digital Director (Caitie).

WACA TEAM COMMITMENT

My name is _____ and I'm ready to serve!

I will follow through on my responsibilities. If I can't, for whatever reason, I will keep our staff informed and give them as much notice as I possibly can, knowing they'll need to find a replacement for me and that takes time.

I've read this Team Handbook. I understand the mission and strategy of our ministry and will support the vision and leadership of the staff.

I have read the Team Expectations, Dress Code, and Responsibilities and will abide by it.

I understand the expectations of my role and will work hard to fulfill them. If I'm having trouble fulfilling any of the responsibilities, I will communicate with the staff and ask for help, knowing they're here to support me.

And finally...

I will do my part in leading the vision of this house, building followers of Jesus in every generation, for every person who attends our worship services.

SIGNATURE:

DATE:

MEDIA TEAM CODE OF CONDUCT

CREATIVE CONTROL

THV reserves all rights and creative control regarding photography, videography, social media content, and usage.

- Content may not be distributed for personal or promotional use without explicit written permission

CAMERA USE

THV has multiple cameras that are available for use. Please don't use personal equipment without prior consent from a team leader (Caitie and/or Genesis). This ensures consistency in photos, as well as the safety of equipment.

- THV is not responsible for damage, loss, or theft of personal equipment

SD CARDS

Each photographer is provided with an assigned SD card. These are in the media booth where the cameras are kept. Before shooting, please insert your assigned SD card into the camera, and indicate the time on the sign-out sheet. When you have finished shooting, place the card back in your labeled case, and indicate the time that it was returned.

- Personal SD cards are not permitted for use without explicit written permission
- Photos are available to view via a private Dropbox link. Photos are uploaded to Dropbox monthly.

SAFETY PROCEDURES

- Use the media team badges any time you are shooting. This identifies you as part of the team.
- Please do not shoot if you are not scheduled to. If you are not scheduled but want to serve, reach out to Caitie beforehand.
- Use the equipment sign-in/sign-out
- Do not take SD cards home or away from church property
- Refrain from photographing children and youth unless otherwise permitted

I have read and agree to the Media Team Code of Conduct

Name: _____

Signature: _____

