General Expectations for All Roles

Gather on Sundays to connect to Jesus

Serve on the Crew to reflect the Person of Jesus

Grow outside of Sundays to better know the Person of Jesus

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1. **Arrive Prepared**
    - Be on time for scheduled services and rehearsals.
    - Come ready to serve, with a clear understanding of the service flow and your responsibilities.
    - Review any pre-training materials or notes in advance.
2. **Communicate Clearly**
    - Maintain open and clear communication with the Production Lead, Worship Leader, and team members.
    - Respond promptly to direction and adapt to changes as needed.
3. **Stay Engaged**
    - Remain attentive throughout the service, anticipating transitions and upcoming tasks.
    - Avoid distractions to ensure you're ready for cues at the right time.
4. **Serve with Excellence**
    - Perform your role to the best of your ability, focusing on clarity, consistency, and intentionality.
    - Aim to eliminate distractions so people can focus on worship and the message.
5. **Embody the Culture Points**
    - GIFT
    - Greet - Be Expectant - Set The Tone
    - Initiate - Be Welcoming - You're A Sticking Point
    - Follow Up - Be Intentional - Jesus Is Our Focus
    - Thank - Be Authentic - Make It Personal

Role-Specific Standards

1. Sound Tech

- **Soundcheck**: Lead the worship team through soundcheck, checking gains, EQ, and ensuring a balanced mix for each instrument and vocal.
- **Mixing**: Create a clear and worshipful mix using EQ, compression, and effects as needed.
- **Attention to Transitions**: Adjust audio levels dynamically to match the flow of worship, speaking, and videos.
- **Troubleshooting**: Address feedback, static, or other sound issues quickly and effectively.

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2. Lighting Tech

- **Cues**: Execute pre-programmed lighting cues in alignment with the order of service.
- **Focus on Transitions**: Ensure smooth transitions between lighting looks (e.g., pre-service, worship, speaking).
- **Clarity and Consistency**: Maintain consistent lighting to highlight the stage appropriately for worship, speaking, and video moments.
- **Preparation**: Test lighting equipment before the service to ensure functionality.

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3. Camera Operator

- **Dynamic Shots**: Capture intentional and clear camera angles that enhance the worship experience for both in-person and online audiences.
- **Follow Direction**: Respond to the Video Director's instructions promptly to maintain seamless transitions and storytelling.
- **Steady Focus**: Ensure shots remain steady, focused, and free of distractions.
- **Equipment Care**: Handle cameras and gear responsibly, reporting any issues immediately.

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4. Video Director

- **Broadcast Switching**: Operate the video switcher for live streams, ensuring smooth transitions between cameras, graphics, and pre-recorded media.
- **IMAG**: Manage visuals displayed on in-room screens, including switching between live cameras and presentation slides.
- **Communication**: Direct camera operators and media techs to align with the service flow.
- **Focus on Engagement**: Use visuals to support worship and teaching moments without drawing attention to the technology.

5. Media Tech

- **ProPresenter Operation**: Execute all visual presentations, including song lyrics, sermon slides, and videos, with accuracy and timing.
- **Preparation**: Ensure all media elements are loaded and tested before the service.
- **Cues**: Follow the service flow to trigger each element smoothly and at the appropriate time.
- **Troubleshooting**: Address any ProPresenter or media-related issues efficiently to minimize disruptions.

Pre-Service Checklist

1. **Team Communication**
    - Check in with the Production Lead and other team members to review the service flow.
    - Confirm any updates or changes to the order of service.
2. **Equipment Check**
    - Test all equipment (soundboard, cameras, lighting, ProPresenter) to ensure functionality.
    - Confirm all visuals, slides, and media are loaded and ready.
3. **Run-Through**
    - Participate in the rehearsal to practice transitions and fine-tune elements.
    - Make adjustments to ensure everything is aligned and prepared.

Service Execution

- **Stay Alert**: Pay attention to the flow of the service and anticipate cues before they happen.
- **Collaborate**: Work as a team to manage transitions smoothly and address any unexpected issues.
- **Focus on Jesus**: Remember that every element of production exists to point people to Jesus and support an atmosphere of worship.

Post-Service Wrap-Up

- **Review**: Discuss what went well and any areas for improvement with the team.
- **Equipment Care**: Power down and store all equipment properly.
- **Celebrate**: Take time to celebrate the team's efforts and the impact of the service.

By adhering to these standards, the Production Team works together to create an excellent worship experience that honors God and draws people closer to Him. Every role is vital, and together we serve with intentionality, focus, and a heart for Jesus.