



# PIEDMONT CHAPEL

## PRODUCTION TEAM TRAINING GUIDE

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## PRODUCTION TEAM

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*So that all people find new life in Christ*

### TEAM VISION

Create excellent, distraction-free experiences that enhance encounters with God during Sunday Services.

### TEAM ROLE

We serve diligently behind the scenes to support our Teams and pastors who serve on stage in any capacity of song, message, or video. With our serving, guests are able to hear the truth of God's Word and experience God in a unified worship environment.

**Preparing the elements.** We serve to create a unified worship experience through technical elements. In placing Scripture or song lyrics on the screens, seamlessly transitioning to a countdown, or even in changing the atmosphere with lighting, we enable guests to encounter and grow with God. Technical elements in place which produce spiritual results.

**Creating the environment.** We have the honor of enhancing the Spirit-filled environment of worship in our Church through sound, lighting, and general atmosphere. We are charged to protect this environment, keeping it distraction-free, while maintaining a spirit of excellence and authenticity.

### TEAM RESPONSIBILITIES

**Prepare in Prayer.** Pray God's heart for His people each and every time you serve. Ask God to move in a special way - to personally touch hearts and heal wounds and bring His lost children home. Pray for the specific, personal moment of intimacy with Jesus that would forever change their lives.

**Serve when scheduled** and contact your Team Leader when you need a replacement. Communication is crucial for building community and carrying out effective ministry, so please let your Team Leader know your availability to serve.

**Be on time and check-in.** You will have an opportunity to check-in when you arrive to serve each Sunday through our check-in kiosk.

**Dress in a manner that would honor Christ.** What we wear can sometimes speak louder than what we say. Be mindful to not dress in a manner that would distract others or cause them to stumble. For production, we ask that you avoid bright colored clothing in order to keep your movements subtle.

**Remain positioned.** Be in your assigned position before the 5 minute countdown clock begins. Once we get into position, we serve throughout the entire service, facilitating every aspect of the audio and visual needs.

**Remain attentive.** Even if you do not have an immediate responsibility, please remain quiet and attentive. Your Team Leader will communicate changes and needs, as they arise.

**Serve with heart, commitment, and excellence.** We want you serving in your gifts and passions; in ministry that is an overflow of love and enjoyable to you. If this ministry is not a fit, if you would like to investigate a new ministry team, or if you need a break from serving for a season, do not hesitate to let your Team Leader know. This is why they are here - to walk through life with you!

**Smile.** You have just served the Risen King and His Church! *“This service that you perform is not only supplying the needs of God’s people but is also overflowing in many expressions of thanks to God.” (2 Corinthians 9:12)*

## TEAM RESULTS

Through the power of the Holy Spirit and the blessing of a protected environment, guests are forever changed from experiencing God in a fresh, new way.

# SUNDAY SCHEDULE

- 7:00** PRODUCTION/WORSHIP HUDDLE
- 7:05** SOUND SET-UP
- 7:30** LIGHTING & VIDEO SET-UP
- 7:50** SOUND CHECK
- 8:00** REHEARSAL BEGINS
- 8:55** 5 MINUTE COUNTDOWN
- 9:00** TEAM CHAPEL
- 9:30** TEAM CAFE
- 10:00** DOORS OPEN/PRE-SERVICE BEGINS
- 10:05** PRE-SERVICE MEETING
- 10:15** IN POSITION
- 10:25** 5 MINUTE COUNTDOWN
- 10:30** SERVICE BEGINS
- 11:30** SERVICE ENDS/PACK-UP BEGINS
- 12:00** EXIT



## GENERAL TEAM INFORMATION

### PLANNING CENTER

Planning Center Online ([planningcenteronline.com](http://planningcenteronline.com)) is our one source of information regarding scheduling, service flow, communication between team members, and service times and information. You have access to this via web browsers and mobile devices. This week, you will receive an invite from the Team Leader on how to set up credentials and start your scheduling.

At Piedmont Chapel, we do not require that you serve on a team every Sunday, but we do ask that when you receive this invite to serve, please respond in a timely manner so that we can ensure every position is filled on a Sunday morning.

### GROUP ME

In order to communicate among team members during the week and throughout service, we ask that you download the free app GroupMe (if you have a smartphone) or sign up online at [groupme.com](http://groupme.com). This app allows us to keep all of the teams up to date with changes or encouragement and to solve issues in a discreet manner.

### CHECK-IN

Fellowship One is the database we use to help care for the team. Every time you serve we ask that you check in at the Kid's Check-In area, either by using your Piedmont Chapel key tag or by typing in your name manually. This allows the church to have accurate measurements of active Team Members, how many are serving each week, and how our teams are growing. During this check-in process, team badges will be available for you to identify that you are serving and on what team you serve.

## **PARKING**

We honor our guests by giving them preferred parking. We ask that all Team Members park away from high-traffic areas.

## **TEAM CAFE**

This is the hub of Team life during any service. You will find great food, church family, pertinent information and system-wide updates, and an incredible team to serve you!

## **DRESS CODE**

Sunday serving attire is business casual and nice jeans are suitable. We welcome people from all backgrounds, and we want them all to feel comfortable at our campus. Use discretion, and if you feel the attire is questionable and could potentially distract someone from the worship experience, please do not wear it.