

PRODUCTION HANDBOOK

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WELCOME TO THE PRODUCTION TEAM!

“But how can they call on him to save them unless they *believe* in him? And how can they believe in him if they have *never heard about him*? And how can they hear about him unless *someone tells them*? And how will anyone go and tell them without being sent? That is why the Scriptures say, “*How beautiful are the feet of messengers who bring good news!*”

(Romans 10: 14-15)

As believers, we possess the most vital message in the world: *the gospel*. As a church, we guide individuals along the spiritual pathway to know God, find freedom, discover purpose, and make a difference.

As the Production Team, *our vision is to create a worship experience that both churched and unchurched people love to attend.*

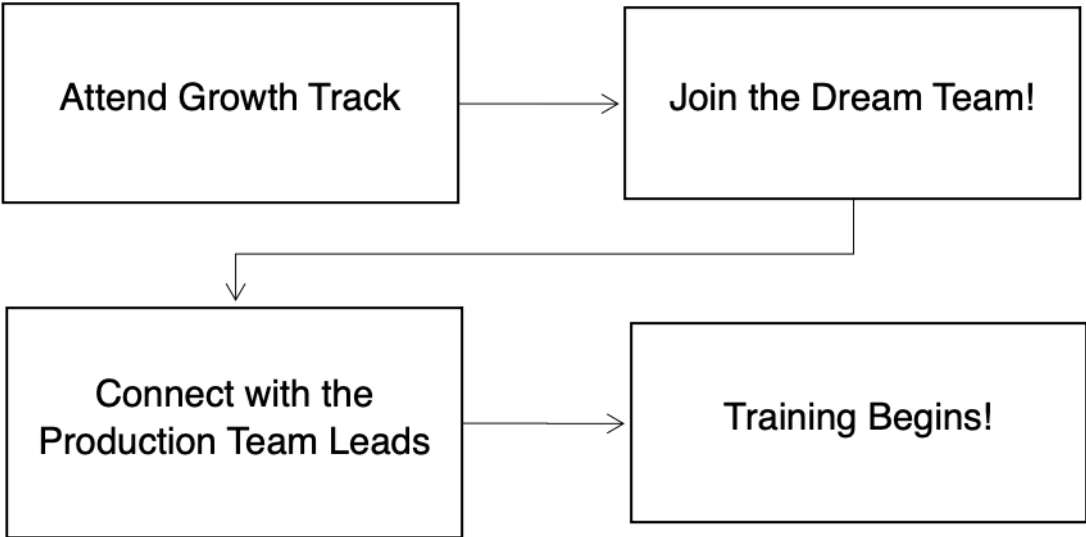
As a dream team member, you are a quintessential part of making that happen!

What is a Dream Team Member? – A person who has discovered their purpose and is making a difference on the Dream Team.

We are so glad you've decided to join the Production Dream Team! No matter the role you are serving in, we appreciate you and cannot wait to see you live out your God-given purpose through this opportunity.

ONBOARDING PROCESS

Dream Team Member



Here is what you can expect during your training time:

Personal One-on-One's with your team lead.

- o We want to see you reach your Next Step in life. Community, Coaching, and Growing are the core essentials of who we are.

Cross Training – Learn to develop your skills across various roles on our team. We want to know what you're passionate about and help you grow in those skills.

Throughout your onboarding process we use the model of:

- o *I do, you watch.*
- o *You do, I watch.*
- o *You do and then you teach others.*

There are many opportunities to serve on the team!

Depending on your experience, training sessions will be offered or required to develop the skills needed to be part of this team at various levels. Serve as needed on Sundays and/or at Global Events throughout the week. This is based on your availability and desire to grow in your skill.

Production Teams

Camera Team
OEX (Online Experience)
Master Control/CG (Computer Graphics)
Producer
Stage Manager
Audio
Lighting

EVENTS

Big Three

Easter

Christmas

At the Movies

Regular Events

Sunday Morning Experience

Youth Night

Outreach Community Events

Seasonal Events

21 Days of Prayer

Serve Weekend

Year-End Offering

Group Connect

LifePoint College

National & Global Outreach

All-in

Dream Team Events & Trainings

Conferences

Flavour

Men's Night

Kingdom Builder Dinner

Youth Conference

Kids Conference

OUR CULTURAL VALUES

We believe that the values we portray as part of this team should mimic the values our church holds to be important. As a team, we have established some ideas and examples of what it looks like to live out each value on the Communications Team.

Love God

We're not building our thing; we are building His Church

We are storytellers, inspiring the faith of those who encounter our message

We are spirit-filled and look first to Him for inspiration, vision, and direction

Love People

People first, project second

We have good chemistry with each other and the people and teams we serve

Customer-service minded

Pursue Excellence

Reliability

Professional, but approachable

Exceed expectations

We experience the why

Innovation & collaboration

Be Life-Giving

Joyful spirit

Relational

EXPECTATIONS OF A DREAM TEAM MEMBER

Cultivate an Environment of “We”

- Embrace collaboration
- Love sacrificially
- Celebrate life together

Regularly communicates with his or her Team Leader regarding prayer requests, personal development, and serving availability.

When you are scheduled to serve, show up with a ready heart and willing attitude. If ever you cannot make it on a day you are scheduled, let your team leader know and collaborate with other team members to find coverage.

Serves in a rhythm of “serve one, attend one”. Based on the service times at your campus this could mean serving weekly or bi-weekly. Your leader will help to determine the best serving rotation for your unique role and availability.

Communicate with your leader regarding how your role is going and whether you are feeling fulfilled. Give him or her feedback on their leadership, systems within the team, and your experience and/or needs as a team member on a regular basis.

OUR LEADERSHIP COMPETENCIES

The competencies outlined in the Staff Culture Guide are the combination of skills, behaviors, knowledge, and abilities that enable you to effectively perform your role as a part of this church. Below are the core competencies along with how they apply to Communications Department.

Cast Vision

- Communicate the mission
- Connect people to it
- Inspire them to join

Dream Team Member – Always be sharing your why for serving and encouraging others to join you on the mission of leading people to next steps. Share stories of how serving has changed your own relationship with God and helped you to become more fully alive.

Communicate Clearly, Often, and Honestly

- Create clear expectations

- Provide consistent feedback

- Tell the whole truth (give your last 5%)

Dream Team Member – Communicate with your leader regarding how your role is going and whether you are feeling fulfilled. Give him or her feedback on their leadership, systems within the team, and your experience and/or needs as a team member on a regular basis.

Create Opportunity

- Bring others with you

- Look for potential

- Empower people

Dream Team Member – As you interact with others, may it be a guest in the foyer, someone joining us online, or a person in your sphere of influence ask yourself how you can create opportunity for them. Do they need to be invited to join you for a worship experience? Are they new to church and ready to join a small group or dream team? Do they share your skill set or passions and should be invited into your next project? Remember, no matter how “green” someone may be there is potential in them if given the right opportunities to learn and grow.

Resources

Below is a list of resources you may need for your new role as a Dream Team Member. Please note that each resource will require your direct supervisor and/or an admin of that tool to create an account for you, which you will gain login information from through your email account.

Each of the resources below will be explained in full to you during your training process, so that you can gather an

understanding of how to use each tool and what the purpose of it is.

- o Slack -Messaging platform
- o Planning Center – Scheduling Platform
- o MXU-Training Platform

THANK YOU!

Again, we are so excited that you have decided to join the Production Department as we create meaningful communication that moves people to their next steps.

Whatever unique role you are playing on this team, we are praying and believing that God will combine His super with your natural and do exceedingly more than any of us could have imagined, all through your willingness to join this mission.

As you begin this journey, stay connected to your direct leader and let him or her know how they can best support you. Additionally, as the Director of Global Production I am honored to come alongside you and your leader for anything you may need. Please feel free to contact me at bparker@lifepoint.org

The best is yet to come!