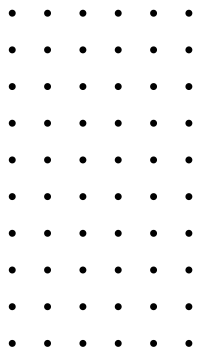
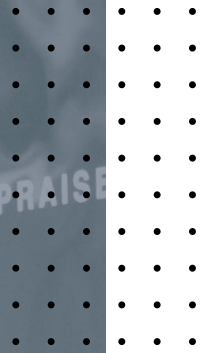




**THE CHURCH OF
GARDEN VALLEY**



PRODUCTION

Worship and Production
Dream Team Playbook



WELCOME TO THE DREAM TEAM

TCOGV has a heart for serving God, one another, and our community. We are so excited that you want to be part of that by joining our Dream Team! We are all called to serve like Jesus did and it is an honor to connect with each other through our obedience to serve. Our Dream Team is always excited to give their time, talent, and treasure into our immediate community and the community around us. We do not make light of serving, and always view it as an opportunity to be Jesus with skin on. We believe connecting with each person who steps on our campus is an opportunity to share the message of hope found in Christ.

Colossians 3:23 says “Put your heart and soul into every activity you do, as though you are doing it for the Lord himself and not merely for others.” This is the attitude we bring to our Dream Team. We understand that what we do matters. What we do builds the Kingdom of God, and spreads the love of Christ to those we serve. Whatever we do, we do for His glory. We don’t have to do this; we get to do this!

We believe as we fix our eyes on Jesus, and serve with all our hearts, the most ordinary tasks become acts of worship to God! This Playbook has been created to help you with any questions you might have and to instruct you in some of our procedures and responsibilities. We want you to feel prepared and excited as you join our Dream Team! We want you to know how thankful we are for you. Welcome to the Dream Team and don’t forget...we GET to do this!

Ryan Williams
Executive Pastor of Ministries



OUR MISSION

Real People. Real Problems.
Real Promises. Real Purpose.

OUR CORE VALUES

We Passionately Pursue God
We Give Generously
We Love Endlessly
We Change Our World

DREAM TEAM MENTALITY: TEAMWORK MAKES THE DREAM WORK!

I will **SET** the atmosphere of our church

- By living out the cultural values
- By protecting the unity of our church
- By doing the best you can with what you have

I will **SHARE** the responsibility of our church

- By being committed to its growth through prayer and action
- By inviting people to church
- By attending church with a “them” mindset rather than a “me” mindset
- By finding ways to involve other people

I will **SERVE** the ministry of our church

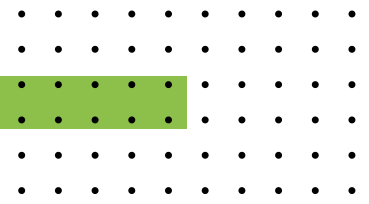
- By never being too big to serve
- By leading by example
- By developing a servant’s heart

I will **SUPPORT** the mission of our church

- By attending church faithfully
- By living a Godly life
- By giving regularly

In addition to a winning mentality, we must also have the right people in the right place. A team may call the perfect play but if the wrong people are on the field or in the wrong spot, it does not matter. We must get the right people in the right place.

Production Playbook



The Win

Create an environment with no distractions for people to connect with God during every aspect of the services

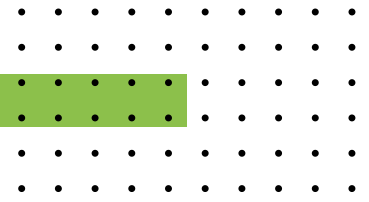
We do this by:

- Preparing our hearts through intentional preparation and prayer.
- Creating inviting environments through audio, video, and lighting.
- Staying aware of potential distractions and working with Team Lead to address them appropriately.
- Paying attention to the details, double checking systems keeps us from distractions.
- We decrease so HE can Increase.

The Way

- View and respond to service requests within 10 days and promptly respond to all messages.
- Reach out to your Team Lead or Coordinator if you need prayer, support, or have questions.
- Attend Sound Check, Production Meeting, and Dream Team rally
- "This is why we're alive, this is our supreme responsibility, our great God-given opportunity to be those who minister to the Lord."
- You are the gate keepers of the room dynamics and experience.
- Check and re-check all systems before and after sound check to ensure programming, spelling, videos and cues are correct.
- Check Planning Center consistently for the service flow and any additional information for services. Know all aspects for the service.
- Stay until your team's work is done, we arrive as a team and leave as a team.

Production Playbook



The Day

Be approachable

- SMILE
- Make eye contact and take time for people
- Ask questions! The production Team works at a fast pace and we want all of our team members to feel confident and happy when serving.

Be proactive

- Arrive early to set up all systems in preparation of sound check.
- Have everything you need for the services. We prefer Team members do not leave once services begin.
- Be attentive and work with the Worship Coordinator and Location Pastor during production meeting and sound check.
- Communicate with team on monitor and microphone assignments.

Be prepared

- Have new batteries in all equipment, ensure iPads are charged.
- Have an open heart for the Holy Spirit to move, ready to follow the worship leaders and Pastors direction.
- Have extra equipment available in the event equipment fails.

The Deets

Communication: Please maintain up-to-date contact information in CFC Planning Center and in our slack workspace. If you need help with a change, communicate with the Worship Coordinator. Respond to scheduling requests at least 10 days before the requested date. Communicate as soon as possible if you cannot honor a scheduling request.

Scheduling: We ask each Dream Teamer to serve at least one Sunday a month, covering all services. The Coordinator will send out scheduling request 2-4 weeks in advance, with a reminder sent before your scheduled week to serve.

Rehearsals & Call Times: Production Team members are required to attend scheduled rehearsals and should arrive on Sundays at the time specified by the Coordinator for the service or special events.

Attire: No shorts or tanks tops/sleeveless t-shirts. Dresses and skirts should be tasteful length.

Recruiting: We love welcoming new people to the team! Encourage others to join you on the Team and ask them to apply for an audition.

Additional Information: Green Room/Area available to Production Team with a place for personal items, drinks, and snacks when serving. Only available when you are serving. Also, please attend one of the services.



Coordinator Expectations

Coordinator

- Responsible for upholding all the roles and responsibilities as well as the leadership of the Guest Connect Team. This means praying for your team and staying in communication with the Spiritual Community Pastor on upcoming services and sharing vision with the First Impressions Team.

Scheduling

- Is responsible to assist with scheduling all Dream Teamers and Team Leads 2-4 weeks in advance in Planning Center Online.
- Is responsible to communicate and follow up with Team Leads when scheduling notifications are sent and to encourage all Dream Teamers to accept or decline invitations to serve in Planning Center Online in a timely manner.
- Is to handle scheduling conflicts as reported by Dream Teamers and fill positions of declined Dream Teamers 2-4 weeks in advance.
- Is to notify Team Lead of scheduled team 2-4 weeks in advance of the Sunday the Team Lead is scheduled for.
- Will provide support to the Team Lead in filling “no show” positions.

Training and Communication

- Is responsible to host periodic team training as needed.
- Promote the ministry enthusiastically and actively recruits new Dream Teamers and identifies possible candidates for Team Lead.
- Is to follow up with all Dream Teamer applicants to begin the onboarding process.
- Communicates the roles and responsibilities of the Dream Teamer. This should be done during the onboarding period for new recruits and ongoing as needed.
- Coordinators shall report directly to the Spiritual Community Pastor. Coordinators are to be proactive in communicating any supply needs, training questions, help needed for conflict resolution, and communicating all meetings to leadership and Dream Teamers.

Team Lead Expectations

Team Leads

- Are responsible to uphold all the roles and responsibilities as well as leading the Dream Team one or more Sundays per month.
- Attend Dream Team Rally when serving 1st service and assist with all services as needed.

Scheduling

- Ensure the Dream Team for the week you are leading is confirmed and ready to serve by:
- Being aware of who is serving on the day they are leading and are responsible to send text reminders to the Dream Teamer the Wednesday before serving.
- Reach out to the Coordinator to help fill needed positions for non-responsive or non-confirmed Dream Teamer by the Friday before service.

Communication & Expectations

- Are responsible to touch base with each Dream Teamer on Sunday morning to ensure they have what they need and are ready to be fully engaged at their position.
- Maintain ministry standards & guidelines found in Dream Team Playbooks; Such as mission, values, dress code, etc. Provide quality control of the ministry experience on Sunday morning. Available to assist Dream Teamer if they need assistance or have questions.
- Are responsible to oversee any newly onboarded Dream Teamer on Sunday morning. Ensure all new Dream Teamers are assigned a person to shadow, and have all that they need to be successful when they serve.
- Team Leads should also promote the ministry enthusiastically and actively recruit new Dream Teamers.

