

[CF PRODUCTION]



Dream Team Guide

DREAM
TEAM
GUIDE



Christ Fellowship Church



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A Message from the CF Production Team

Welcome!



We are so honored and excited that you chose to be a part of our team and that we get to serve alongside you. This is a guide to help you understand why we do what we do and how we do it. Keep this as a resource that you can refer to for information about serving on our team.

WHY WE DO THIS

We think it's really important that you know "the win" behind what we do before you decide to be part of our team. Much like playing a sport, if you don't know how to win, you won't know if you want to play. In baseball, you win the game by getting the most runs across home plate, in football, by scoring the most touchdowns...you get the point.

In CF Production, we believe the win happens when we inspire people to take a first step or next step in their relationship with Jesus Christ. Using production technology, our team works together to create engaging, distraction-free experiences that make the message of the gospel clear and compelling with the goal of inspiring people to know and follow Jesus.

In the book of Ephesians chapter 2 verse 10, Paul the apostle says, *"For we are God's handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do."*

That's why we do what we do! We believe each person has unique gifts, talents, and abilities given to them by God to do good works in the world to make the world look, sound, and feel more like heaven, and to help people know the saving work of Jesus Christ.

The experiences we create every week are spaces and opportunities for us to partner with the Holy Spirit who does the work in the hearts and minds of people to lead them to the truth about Jesus. Through that lens, we believe that every "good work" we invest to create an engaging experience matters. Every lighting cue, audio fader move, camera angle, font style choice, and even down to the way we wrap a cable demonstrates and communicates that we care and contributes to an experience that can inspire people to follow Jesus.

That's why we're so passionate about what we get to do, and when you join CF Production, you are joining a team that is also passionate about helping you learn and develop your skills so we can create engaging experiences together.

Who We Are

OUR TEAM'S MISSION

To create experiences that inspire people to follow Jesus.



KEY PRODUCTION VALUES TO KNOW!

- **MAXIMIZED ENGAGEMENT** - In addition to removing distractions, we focus on maximizing engagement. From the types of camera shots we frame and the graphics we select, to the use of moving lights, plugins and audio effects, we have the opportunity to intentionally enhance and highlight the different aspects of a service in a way that creates awe-inspiring moments.
- **PREPARATION & FLEXIBILITY** - We want to prepare as best as we can before the service for two reasons. First, so we can be ready to remove distractions and maximize engagement, and second, so we can be ready and resourced if service changes are needed. If we've prepared well, when changes arise we will be ready to adapt and help create a more inspiring experience. Familiarizing yourself with the service order, listening ahead to the music and noting key moments to highlight, knowing the band and vocal team's names: these are good examples of ways to prepare ahead.
- **MISTAKES** - We know that mistakes are going to happen. We all make mistakes, and we want you to know that is OK! As a team we strive to do our best, but that doesn't mean you are expected to operate the equipment perfectly. If someone makes a mistake, we will work together as a team to recover as seamlessly as possible. After service, we can work through what didn't go as planned and collaborate to help you avoid that mistake the next time around. We see mistakes as opportunities to help identify areas for continued growth. Not opportunities to criticize or put anyone down. Let's keep growing and getting better together.
- **EQUIPMENT/GEAR** - We are blessed to use industry-standard production equipment and we want to care for those resources to the best of our ability so we can continue to make an impact week after week. To do that, we need your help to make sure each person operating the equipment has been trained and scheduled to operate it. Please remember to only operate or touch the equipment you've been scheduled to operate.
- **DISTRACTION FREE** - Removing distractions is a foundational key to a great production. After all, if there are distractions during an experience then people may struggle to understand or focus on what is being communicated. Because every service presents an opportunity for people to hear the message of Jesus, we focus on preventing as many distractions as possible.

Communication That Considers

Consideration is key! In CF Production, when we talk about communication, we're not only talking about the platforms we use to communicate like email and text messages. More importantly we mean communication that considers others and supports the goals our team is striving to achieve together.

Below are some examples of how we choose communication that considers others:

- When there are changes communicated about a service, we consider others by asking ourselves “who else could this change impact?” then we make sure that team member(s) is in the loop.
- When we get sick or encounter an emergency, we consider the team and communicate with a leader as soon as possible so another team member can be scheduled to serve.
- When we receive communication from another team member, we make sure to consider them by responding promptly to keep coordination moving.

You get the idea.

We want to be the kind of team that is considerate of everyone's needs because every person matters, and we want to be the kind of team that values the goals of the team. Together we can accomplish something bigger than each of us can alone.

As it relates to the platforms of communication, we use a few different forms:

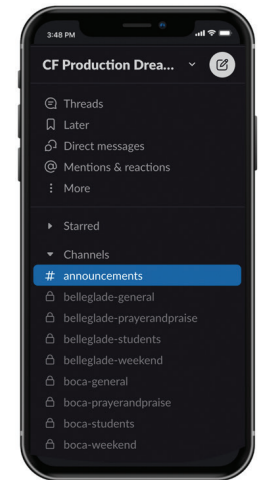
 SLACK  TEXT  EMAIL  PHONE

A Production Manager may contact you via Slack, Text Message, Email or Phone Call.

Please make sure we have your up-to-date contact information.

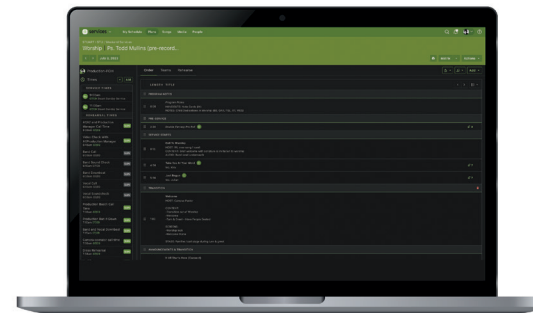
SLACK

Slack is an instant messaging platform and the primary app we use to collaborate and communicate updates during weekend services and events. Be sure to download this app and connect with the Production Manager at your campus for help setting it up.



Scheduling

PLANNING CENTER



Planning Center is the web platform we use to send out scheduling invitations and view service order information. Through the app, you can view your schedule, accept or decline serving invitations, block out dates when you're unavailable to serve, and get all of the service related

details and programming information you need to be able to prepare before you arrive.

When creating the schedule, the campus Production Manager will take into account your commitment level, scheduling preferences, and block-out dates. Please be sure your scheduling preferences are up to date so we can avoid over/under scheduling you.

SCHEDULING REQUESTS

Scheduling requests for services and events are sent out two months in advance. These requests can be viewed through the Planning Center App or your email.



When you're scheduled, you will receive an email or text notification asking you to accept or decline. Please plan to accept or decline the invite within one week of receiving it. By replying in a timely manner, you will give our team time to schedule another team member if you are unavailable and ensure we have a full team roster scheduled to create a great experience..

Please don't feel guilty or obligated if you can't accept an invitation. Declining as soon as possible if you can't serve helps our team schedule another team member to serve, and gives the new team member time to determine if they can.

BLOCKOUT DATES

Through Planning Center, you can block out any days that you are unavailable to serve. Dates that you have not blocked out will be considered as available for scheduling by the Production Manager. Please do your best to maintain your block out information two months in advance so our team can schedule you appropriately.



AVAILABILITY

The schedule is created based on your commitment levels, scheduling preferences, and block-out dates. If you find you are unable to serve for a service you've previously accepted, please decline as soon as possible and notify the Production Manager.



EMERGENCIES/SICK CALL OUTS



We know that life doesn't always go according to plan and that emergencies arise. We all get sick, cars break down, and the list goes on. That's OK.

If you find yourself in an emergency on a day you're scheduled to serve and need to call out, please contact the Production Manager as soon as possible to let them know.

If you begin feeling sick 2 days before you are scheduled to serve, we also encourage you to call out early. Your health and ability to recuperate is most important to us, as well as the health of the team members that are scheduled to serve with you.



Time Commitment

We know everyone is in a different season of life, and we want your time spent serving with us to be life-giving, fulfilling, and fun. Commitment levels and scheduling preferences are your opportunity to tell our team how much time you can contribute. We don't want to inadvertently overschedule you, so we ask for your preferences to help us know what to expect from you.

Below are different Commitment levels and Scheduling preferences you can choose from and update at any time.

TIME COMMITMENT

MONTHLY

You are available to serve once a month.

BI-WEEKLY

You are available to serve twice a month.

WEEKLY

You are available to serve up to 3 times a month.

DAY COMMITMENT

SUNDAY ONLY

You are available to serve on Sunday only.

WEEKDAYS ONLY

You are available to serve during the week only.

SUNDAYS AND WEEKDAYS

You are available to serve on both Sunday and Weekdays.

If at any time you need to change your commitment level, please contact your Production Manager.



Terminology

Below you'll find some common production industry language we use as a team, as well as labels we use to name the different time blocks of rehearsal for Sunday services and events. These times are very important to our team, as they are the main opportunity we have to practice with the equipment, musicians, content, and communicators to piece together the service experience.

FOH

FOH is an abbreviation for Front Of House. This refers to the booth or position in each auditorium where all of the operators producing the in-room experience are located. In more common terms people may refer to this as the soundbooth, but in the production industry and on our team it is referred to as FOH.

BOH

BOH is an abbreviation for Back Of House. This refers to all of the common areas that are unseen by attendees behind the stage. “Backstage” is another term that is often used interchangeably with BOH. Oftentimes BOH can also extend to the loading dock areas for trucks outside behind the stage, while backstage is limited to the area directly behind the stage inside the venue.

GREEN ROOM

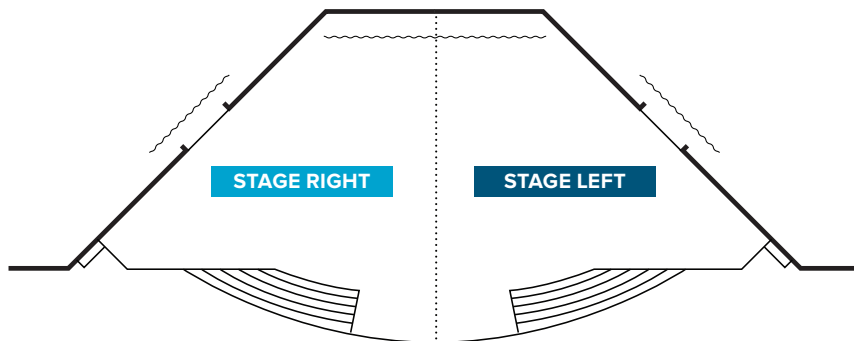
A green room is a waiting room that is generally used by service/event teams or talent to prepare before, during, and after a service.

STAGE LEFT

Refers to the left side of the stage as seen by someone standing on stage looking out toward the seating/FOH. Note that this is the right side of the stage as viewed by attendees in the seats.

STAGE RIGHT

Refers to the right side of the stage as seen by someone standing on stage looking out toward the seating/FOH.

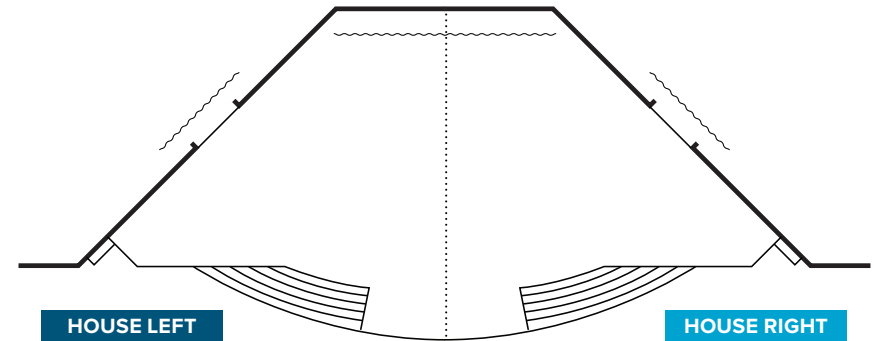


HOUSE LEFT

Refers to the left side of the auditorium or stage as seen by someone standing in the house/seating looking at the stage.

HOUSE RIGHT

Refers to the right side of the auditorium/stage as seen by someone standing in the house/seating looking at the stage.



UPSTAGE

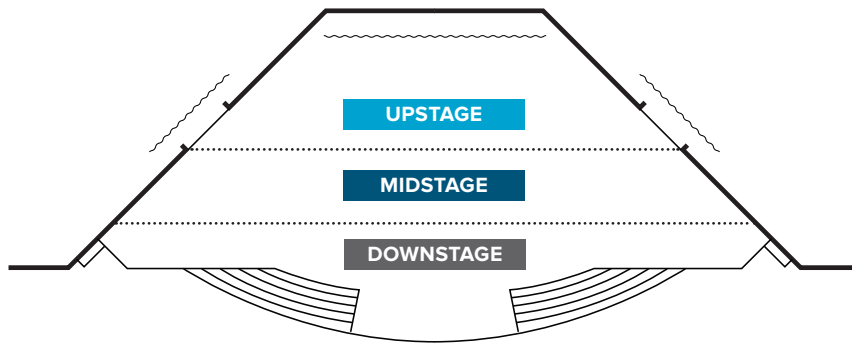
Refers to the general area toward the back of the stage. Furthest away from viewers.

MIDSTAGE

Refers to the general area toward the middle of the stage.

DOWNSTAGE

Refers to the general area toward the front of the stage. Closest to viewers.



REHEARSAL

Rehearsal refers to the time we use as a team to prepare prior to service. It provides an opportunity for all teams to collaborate, bring together the creative and technical elements, practice on the equipment, and work through needed transitions prior to the service. We believe that excellence has the ability to increase our influence, so we use this time to give each team member an opportunity to work through the adjustments for their role and to help create an engaging and distraction-free experience.

Depending on the campus you attend, rehearsals will be held on Sunday morning or a combination of one evening mid week and Sunday morning.

A rehearsal is divided into several sections. Below you'll find the basic labels we use for each section of rehearsal and what we do during each section.

CALL TIME

Call time is when you are expected to be on site and ready to serve. Please be on time for your call - remember we are all one team working together and if you are not there, the whole team will be delayed in preparing for the service. If you are running late, please make sure to inform the Production Manager as soon as possible.

SOUND CHECK

Sound check is the time we set aside for the audio engineer and the worship team to collaborate and ensure the sound from each instrument and microphone is connected and present on the audio console, the level is appropriate, and each sound is stable, clear, and engaging. This process begins 15 minutes after the call time (giving musicians 15 minutes to set up their instruments) and lasts for 15 minutes.

BAND & VOCAL REHEARSAL

Band rehearsal begins at the completion of sound check. At most campuses the band will rehearse together first, then vocalists are added in about an hour later. This gives the band the opportunity to prepare the song roadmap before vocals are added. During this time, the FOH audio engineer will be rechecking levels, adjusting the tone/dynamics of each sound, and building the blend or mix of the instruments and vocals that will be used for each song. Monitor engineers will be adjusting band and vocal mixes, camera operators work on camera shots/angles, graphics operators track through the lyrics for accuracy and needed changes, lighting operators evaluate the programming, etc.

FIRST THIRTIES

First thirties begins at the end of the band and vocal rehearsal and just before dress rehearsal. It's a short time (5-10mins) that we set aside to check the programming for the first part of each song. During first thirties the worship team will play the first thirty seconds of each song while the production team recalls the programming for that song to ensure the equipment is functioning as intended prior to dress rehearsal.

DRESS REHEARSAL

Dress rehearsal begins after we've completed first thirties, and is a full run through of the service including communicators, worship set, playback of videos and slides from the top of the service order to the end. The goal is to enact the entire service without stopping, just like we would if attenders were in the room. This prepares all of our teams to make the first service of the day as impactful as the last service.

DOORS

"Doors" is the time when the auditorium doors are opened to allow attendees into the venue. The goal for this time is to have the auditorium prepared and ready to receive people before they come in, much like you would at home before receiving guests. Once doors are open we call the environment "active" - meaning that we've created an engaging experience for people even as they first set foot in the auditorium.

RUNDOWN

A rundown is a step by step review of the service order for a given service or event. The rundown is led by the Floor Director or Production Manager (PM) and the goal is to equip, inform, and help align each team member around the direction for each element of the service. During the rundown, we will review the service from Planning Center, highlight important cues or moments that need special attention and can answer questions about details related to your role for the day.

HUDDLE

The huddle, just like in sports, is the time that we gather together (before the game) to refocus on why we do what we do, to encourage each other, pray for each other and rundown the service order one last time, highlighting key details before the service.

Positions

There are many different positions/areas within the production team where you can serve and help create an engaging experience. Below are some brief descriptions of each role:

FLOOR DIRECTOR

Like an air traffic controller, the floor director is responsible for coordination of the production-based aspects of services and events; working to ensure each team member understands how their role contributes to the service and that the service runs according to plan.

AUDIO ENGINEER

The audio engineer is responsible for producing the sound during services and events; balancing and tonally adjusting each instrument, voice, video, and communicator to create a sonically engaging experience.

LIGHTING OPERATOR

The lighting operator or "lighting op" is responsible for advancing pre-programmed lighting cues that enhance the musical sections of the service and help create an engaging visual environment for the communication of the message. This position involves learning musical arrangements, following musical tempo as well as learning how to follow a lighting cue list.

VIDEO DIRECTOR

The video director is responsible for producing the experience viewed on the screens in an auditorium or online. This position leads the video team to collaboratively craft an engaging viewing experience while creatively selecting which cameras or graphics are viewed at any given moment throughout a service or event.

TECHNICAL DIRECTOR

The technical director is part of the video team, operates the video switcher, and receives direction from the video director regarding which video signal (cameras, graphics, videos) to display on the auditorium screens or online.

CAMERA OPERATOR

The camera operator or “camera op” is part of the video team and operates one of several cameras positioned within an auditorium. The cameras are used to enhance and enlarge what is happening on stage for the viewers furthest away from the stage that would struggle to engage otherwise.

SHADER

The shader is part of the video team and balances/adjusts the image quality (brightness & color) of each camera throughout the service. As the lighting designs and cues change over the course of a service the cameras also need to be adjusted in order to prevent too much or too little light into the camera and to maintain an engaging image.

GRAPHICS OPERATOR

The graphics operator is a part of the video team and is responsible for displaying and advancing lyrics during the worship set, scripture verses and notes during messages, and playing videos as needed.

STAGEHAND

Stagehands coordinate the movement of props, instruments, set pieces, and podiums on and off stage, with safety as their priority. Their goal is to coordinate the movements while minimizing distraction; to be so unseen as to almost leave the attender wondering where the props or set pieces came from.

**Some of these roles are not available at every location. Make sure to connect with the Production Manager at the campus you attend to find out which roles are available at your location.*



Team Expectations

PHONES

To create an engaging experience for others, we place a high value on remaining distraction-free personally while operating. *We ask that phones be placed on silent and put away during service so you can focus on operating in the service without distractions.* If there are circumstances in which you need your phone, please communicate the need with the Production Manager before service.

DRESS CODE

Because we value creating an experience that is engaging we work to ensure we're not creating a visual distraction with how we dress. For Production, we ask that you avoid bright colored clothing, and shorts. Our goal is to be unseen as we go about our tasks.

AT FOH

Dark/Muted colors are OK (black is preferred-especially if people are seated behind FOH)

ON STAGE

- **Shirts:** Black CF Production T-Shirt or black t-shirt without logos or branding
- **Pants:** Black Jeans or Black Pants
- **Shoes:** Comfortable (dark colored) closed toe shoes
- **Hats:** CF Production hat, or all black hat with minimal logos

FOOD & DRINKS

Please keep food and drinks without lids or twist on caps outside of FOH, video rooms, and Production rack rooms. Small snacks / granola are okay.



Training

We want to help you carry out your responsibilities effectively and confidently. To do that, we provide training for each role within Production to help you develop your skills. We depend on classroom-style in-person trainings, video modules, and a four step process for each position to prepare you before the first time you serve on your own.

During the four step process we partner you with a leader on our team that has the knowledge and experience to train and coach you to succeed in the role.

After you've attended the classroom style training and watched any corresponding video modules for the role, we will invite you to begin the process outlined below:

TRAINING PROCESS: *I = Leader • You = Trainee*

1

**I Do
You Watch**

At this step, we will invite you to sit with the leader and watch what they do during a Sunday service. We call this *shadowing* the leader and you will be scheduled as a shadow. You'll be able to watch what the leader does and how they do it, then ask questions between services or during down times. **It's important that you hold your questions until between services so the leader can stay focused on their task and undistracted during service.** Tip: write down your questions as they come up so you don't forget them when there's time for questions!

2

**I Do
You Help**

At this step, you will be invited to get hands on. The leader will operate the equipment and will invite you to begin helping with the responsibilities, one part at a time, to help you begin gaining hands-on experience.

3

**You Do
I Help**

At this step, the roles reverse and you will be in the driver's seat operating the equipment. The leader will be with you assisting you, coaching, giving reminders, direction, tips, and as a resource to you as you operate the equipment.

4

**You Do
I Watch**

At this step, the leader will only observe as you operate in the service, and will give helpful coaching and insights afterward to help you continue to improve your skill.

Once the leader determines that you've completed the four training milestones you will be able to serve on your own!

If you have made it this far, congrats! We hope this guide was helpful in learning more about who we are and what we do. As you take your next steps, we are excited to see you dive in to all God has for you. If you have any questions or needs, please reach out to your Production Manager.

Resources



Slack



**Planning
Center
Services**



**Christ
Fellowship
Church App**



Bible App

These resources are available on



Find us on Instagram

@cf.production • @christfellowship.church

NOTES

Handwritten notes area with horizontal lines.



[**CF** PRODUCTION]