

# 1NAME

## CHURCH

### Production Team Playbook

#### **Our Vision:**

“IS TO **BRING** PEOPLE WHO DON'T **KNOW** JESUS TO **KNOW** HIS NAME AND **EQUIP** THEM TO GO **TELL** THE WORLD” (Acts 4:12).

#### **Our Mission:**

We will accomplish the vision by helping people **KNOW** Jesus, **FIND** family, and **DISCOVER** purpose and **MAKE** a difference.

#### **Our Core Values:**

Our Core Values are not just what we do, they are part of our DNA. These are non-negotiable for our staff and servant leaders.

**Real IS OUR IDENTITY:** We believe in being real. Being authentic is who we want to be. What you see is what you get. We are committed to not just talking about Jesus but living like Jesus. We will build a culture where people can experience authenticity.

2 Timothy 2:15 (NIV) “Do your best to present yourself to God as one approved, a worker who does not need to be ashamed and who correctly handles the word of truth”.

**Unity IS OUR CORE:** We believe in unity. Unity is at the core of who we are and what we do. There is nothing like people coming together to accomplish God’s purpose. We are committed to bringing unity to our church, our families, and our community. 1 Corinthians 1:10 (NLT) “I appeal to you, dear brothers and sisters, by the authority of our Lord Jesus Christ, to live in harmony with each other. Let there be no divisions in the church. Rather, be of one mind, united in thought and purpose”.

**Fun IS OUR LIFESTYLE:** We believe in having fun. God has given us joy to use to our advantage. We will have fun in everything we do because having fun is attractive. We want people to be attracted to the name of Jesus by seeing how much fun we have. Ecclesiastes 2:24 (NLT) “So I decided there is nothing better than to enjoy food and drink and to find satisfaction in work. Then I realized that these pleasures are from the hand of God”.

**Loud IS OUR EXPRESSION:** We believe in being loud, not just audibly, but in everything we do. We will not be quiet about what Jesus has done for us. We will make it known how we feel about Jesus. We are committed to bringing the name of Jesus praise. We will make noise that is effective, so people can hear about the power of His name.

Psalms 150:4-6 (NLT) "Praise him with the tambourine and dancing; praise him with strings and flutes! Praise him with a clash of cymbals; praise him with loud clanging cymbals. Let everything that breathes sing praises to the Lord! Praise the Lord!"

**Worship IS OUR RESPONSE:** We believe in the power of our worship. Worship is our response to everything God has given us. We are committed to building an environment of worship in everything we do as a response to what God has done for us.

Hebrews 12:28 (NLT) "Since we are receiving a Kingdom that is unshakable, let us be thankful and please God by worshiping him with holy fear and awe".

**Excellence IS OUR STANDARD:** We believe God deserves our best. He gave us His best by giving us His one and only son Jesus. So, whatever we do will be done with excellence. Everything we do at 1 Name Church will be done to the best of our ability to bring glory to His name.

1 Corinthians 10:31 (NLT) "So whether you eat or drink, or whatever you do, do it all for the glory of God".

**Family IS OUR PRIORITY:** We believe in family. When a family is unified there is nothing that can stop them. It is our priority to see families unify under the name of Jesus. We believe family comes second after our relationship with Jesus. Our church is committed to see healthy families because healthy families produce healthy people and healthy people will produce a healthy church.

1 Timothy 5:8 (NLT) "But those who won't care for their relatives, especially those in their own household, have denied the true faith. Such people are worse than unbelievers".

**Generosity IS OUR PASSION:** We believe that generosity can change the world. We are passionate about giving to the local church because we know its impact. We are passionate about generosity and know God loves it when we are generous.

2 Corinthians 9:6-7 (ESV) "The point is this: whoever sows sparingly will also reap sparingly, and whoever sows bountifully will also reap bountifully. Each one must give as he has decided in His heart, not reluctantly or under compulsion, for God loves a cheerful giver".

**People ARE OUR HEART:** We believe in people and want to empower and equip them to be everything God has created them to be. The world will know the One we serve by how we treat each other. Our heart is to see every person experience the love of Jesus and fulfill their purpose.

John 13:34-35 (NLT) "So now I am giving you a new commandment: Love each other. Just as I have loved you, you should love each other. Your love for one another will prove to the world that you are my disciples".

**Jesus IS OUR PURPOSE:** We believe Jesus is the Savior of the world and is the only way to have a relationship with God. His name has the power to save, and we have made it our purpose to make sure every person knows His name. 1Name Church's purpose is Jesus and He is the reason why we exist.

1 Timothy 2:5 (NLT) "There is one God. There is one Man standing between God and men. That Man is Christ Jesus".

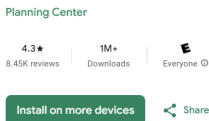
# **General Expectations**

**SUNDAY CALL TIMES: 6:00 am.**

**SCHEDULING:** Planning Center requests are sent out a month prior to serving. Please accept or decline the request and communicate with your team leaders about making adjustments.

**PLANNING CENTER:** It's important that all production members have a strong knowledge of Planning Center. This includes knowing how to accurately read the service agenda items and times. Planning Center is a workable agenda and has the potential to be updated at the last minute. Team members can download the "Services" Planning Center mobile app to view updates at all times, or have access to the website on an internet browser.

## Planning Center Services



**Resources:** Planning Center 1 on 1: <https://www.youtube.com/watch?v=TTDbrHN5olo>

**COMMUNICATION:** Communication is key! Please be sure to respond to emails, PCO serving requests, texts, and phone calls so we know you have received them. As we communicate either in person or via text message and WhatsApp – let's be clear, direct, and always respectful. Please always be proactive in communicating. Accept or decline your planning center request the week you receive it. If you are unable to serve after you have committed to be there, be sure to first notify your team leaders and then communicate with the team through the designated group chat to find someone that can cover your time. Please be sure to communicate with the team as soon as you find out you cannot serve.

**PUNCTUALITY:** We are to be on time and value time. We are all required to be on time for call time, we suggest arriving 5 minutes prior to your call time. In the production world, so much happens in one minute. Not showing up on time may result in missing out on important updates. All assigned team members should plan to be present and available for the duration of the gathering, from the initial setup call time to the end of the final reset. If by any chance you need to arrive later or leave earlier that is ok, we simply ask that you communicate ahead of time.

**FLEXIBILITY:** In any gathering there can be multiple changes, be prepared for those changes by thinking outside the box and accommodating those changes as they come. In everything we do we give our all, and going above and beyond is our expectation. We are to be prepared, one step ahead, and ready to execute.

## Team Roles and Responsibilities

- **TEAM LEADER:** The team leader is a leader that has the knowledge to assist the team with any technical and operational aspects throughout the gathering. The Team Leader is attentive to the gathering, in constant communication with the producer and production group chat, and following along with the order of Planning Center.

### **Team Leader Duties:**

- Submit team roster on PCO.
  - Introduce new members and assign trainers to shadow areas.
  - White balance cameras, adjust back focus, input and format memory disks.
  - Coordinate the gathering from the beginning of the week, including preparing a Planning Center agenda for the gathering. Team leader works directly with the Creative Director.
  - Schedule the team on PCO a month ahead of time.
  - Follow-up with scheduled servant leaders that have not yet confirmed/RSVP on PCO.
  - Check-in with the servant leaders scheduled for Sound, Lights, TV and Screens to see if they have everything they need.
  - Confirm that scheduled servant leaders are on time and ready for gathering. Also, meet with the team prior to gathering to run through the agenda.
  - During rehearsal the Producer will make sure all slides are viewable, audio/video run properly and that we have all transitions practiced, including placement of the speaker table/prop.
  - Check in with the team after gathering on any edits or feedback. Connect with the servant leaders scheduled for Sound, Lights, TV and Screens team to see if any edits need to be made before the next gathering.
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- **AUDIO ENGINEER:** This role brings professional expertise to manage and optimize sound systems, ensuring clear and high-quality audio for all gatherings. Audio quality enhances the overall encounter in our gatherings. The Audio Engineer balances sound levels, eliminates feedback, and ensures that every seat in the house has optimal audio. They will be in constant communication with the Worship Team as soundcheck and rehearsal takes place.  
**Resources:** Our current board is MIDAS M32.  
<https://www.youtube.com/watch?v=eTjJvCvO1Qw>
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- **PROPRESENTER OPERATOR:** ProPresenter is a program used to present all content displayed on the screens at 1NAME Church. This includes lyrics, video, slides, verses,

photos, ect. The ProPresenter Operator loads in content, or sets up timers for gathering onto the computer. During the gathering, they will display content appropriate for the various moments of the gathering: including worship, welcome and announcements, offering, teaching, altar call, and others that might take place. They will also set the times allotted to each moment and display them on the confidence monitor for the speakers, worship team, and pastors to view.

**Resources:** <https://www.youtube.com/watch?v=M7z-l2eU654>

- **PRODUCER:** The role of the Producer is to manage all elements of the gathering from beginning to end during a given event. They will communicate with all areas of production including platform, sound, lights, and screens, and have a full understanding of the gathering flow. They will guide the team through the execution of every movement on the platform and the transitions on the screens. The Producer is also responsible for ensuring that the recording of the gathering is taking place and that all audio and video levels are correct for recording.

#### **Producer Duties:**

- Adjust cameras' iris on the rack.
  - Anticipate smooth transitions with proper timing.
  - Give backstage support and floor managers proper cues for gathering elements and transitions.
  - All necessary teams are to gather in the auditorium at 8:45am for Platform Huddle (i.e. Worship Team, Production Team, Translation) to review the line-by-line details of the gathering. At this time, the Producer reads the gathering agenda from Planning Center. Focusing on all times, transitions, and screen elements related to the transitions. Be aware of all things within the gathering, there may be some unexpected things that happen or change throughout the gathering that may require you to act and redirect the team.
- **PLATFORM MANAGER:** The Platform Manager cares for the platform and the servant leaders on platform. These needs can range from making sure water is provided before gathering starts to bringing up props/tables in a timely manner when requested. The Platform Manager is the bridge between what might be happening on the platform and communicating to the Front of House (FOH) or other team leaders if needed. For example, if a prayer moment starts taking place, the Platform Manager would locate the Prayer Team members in the room and ensure that they are prepared to respond. The Platform Manager is to support the team before and during the gathering, representing our value that Excellence is Our Standard, with the platform looking clean and taken care of as the Holy Ground it is. They are to be attentive to what is on the screen and will communicate through the headsets if something is off or not taking place.

### **Platform Manager Duties:**

- Be familiar with the Planning Center Gathering Agenda prior to Huddle.
  - Have a full understanding of the times for each transition and know the proper times that platform elements should be placed or removed.
  - Ensure that mics labeled “MC1” and” Pastor’s Mic” are on the mic rack prior to Home Team Huddle.
  - Ensure that there are extra batteries present if needed.
  - Setup the platform environment - make sure all helpful lights are on, any garbage is cleared, and the floor is clear of any tripping hazards.
  - Be aware of where each platform team member is prior to the start of the pre-roll video. Always be ready to give them notice of when they need to head into the theater.
  - Determine in advance who will be managing which prop or responsibility. Map out the route you will be taking to place each platform element on stage. Make sure your route is free of cords or any tripping hazards.
  - Be professional - during gatherings, remain from having conversations or spending time on your phone.
  - Provide basic conveniences (i.e. water, pen, etc.) for the Pastors/speakers and worship team.
  - Remove speaker table/lpad holder and props during post-teaching prayer to prepare for Response.
  - Ensure all microphones are accounted for and placed in the rack table.
  - Provide Producer any feedback from the gathering.
- **SWITCHER ENGINEER:** The Switcher Engineer communicates primarily with the Camera Operator during gathering. They direct the team by calling for different shots and camera movements throughout the gathering. The Switcher Engineer is precise with transitions, and has an understanding of the tempo of each worship song to ensure a smooth flow. They should be able to anticipate the movements and actions of any speaker to be able to choose the correct shot.

### **Switcher Engineer Duties:**

- Make sure Solid state drives are in the recording rack.
- Review Planning Center flow. Take note of worship leads for each song, MC’s coming on and off platform, etc.
- Assist in running any cables that have not been completed.
- Switcher Ops are primarily communicating with Camera Operators during gathering and direct the team by calling shots and camera movements.

### **Resources:**

1 ON 1: [How to Live Switch Properly | Tech Tip Tuesdays](#)

ROLAND V60HD: <https://www.youtube.com/watch?v=bFEeCo3ii54>

- **LIGHTING ENGINEER:** The Lighting Engineer helps transform any room into a sanctuary by lighting up the room according to what's taking place. They help create a meaningful atmosphere, highlighting each moment properly, and supporting the worship encounter. In the tablet where we have the software to set up the light, the Lighting Engineer will set up everything for gathering before Home Team Huddle, label each setting, and control it during gathering.
  - **Countdown:** House lights bright, but not too bright.
  - **Worship song 1 - Upbeat song:** Estera lights are high energy; House lights are lower but still bright enough for people to see their seats.
  - **Worship flow - mid tempo or slower:** House lights intensity decreased and all Estera lights switch to something steady and not too bright. The goal is to be supportive in the moment, not a distraction.
  - **Welcome:** Lights go up to how it was in the beginning and we get ready to go into the message or back to worship if called that way, if that is the case we bring the light down as welcome wraps up in prayer.
  - **Message:** Lights up to guarantee good recording quality.
  - **Salvation prayer:** House lights lower. We want to create an intimate moment for the family.
  - **Post-Gathering:** House lights up if we are ending with an upbeat song, if we are ending with prayer or worship keep them down and flow with the room.
- **CAMERA OPERATOR:** The Camera Operator sets up cameras in the correct placement for the director to cut to. This role is constantly following movement on the platform or moving according to what the Producer is asking for. They visualize the shots that will be required by each individual camera's position and rehearse all of its moves. To ensure smooth operation, they can alter their zoom and focus controls and ensure that their shot is ready to go live.
  - Build – Learn to build and balance cameras.
  - Operate – Learn basic motion of cameras.
  - Anticipate – Learn to anticipate the order of gathering and speaker transitions.
  - Set up & reset camera (tripod, camera, viewfinder, arms/hand controls, and headsets).
  - **Run and pack up camera SDI cables and Family room & Translation SDI cable by maintaining over/under rule. Set up the Lobby TV.**

#### **Operating Cameras:**

- Adjust arms, zoom and focus tools for comfort and understand how to adjust the zoom speed in order to match the tempo of songs.

- Understand the director's terminology: Stand by camera, start your move, take, reset/fix your frame, push (zoom in), pull (zoom out), headroom.
- Understand basic camera terminology: zoom, pan, tilt, medium shot, close up shot, wide shot, two shot.

**During worship:**

- Camera 1 focuses on close up shots of singers during worship.
- Camera 2 focuses on creative wide/pan/zoom shots during worship.
- Understands the head room space needed and how lyrics affect IMAG shot.

**During teaching:**

- Camera 1 focuses on the close up shot (head to elbows).
- Camera 2 focuses on the wide shot (head to shins or under knee).

**Camera operating tips:**

- Resolution should be set to 3120x2160
- Never walk away from the camera without locking the tri-pod's pan/tilt knobs.
- Check if the camera is balanced.
- If the camera tilts up or down on its own, it is top-heavy and can be fixed by unlocking the plate knob and adjusting the camera by slightly moving it forward or backward.
- Keep a loose grip to avoid shaky shots. Keep the third leg of the tripod facing the platform in order to have room to stand properly by balancing body weight on both feet.

**Resources: Camara Angles and Definitions**

<https://www.mvrop.org/cms/lib03/CA01922720/Centricity/Domain/60/Angles%20Definitions.pdf>

- **Load In/Out Technician:** The role of Load In/Out Technician is to set up and reset all equipment. This role does not require a technical background, however, an attention to detail is needed. This role makes sure that all equipment is working prior and post operation.

## Production Gathering Checklist

### **Producer:**

- Make sure SSDs are inserted in the FOH console and that we record gatherings and huddles.
- Check MC and Pastor's microphone.
- Be prepared to go over run down (order of gathering), get input from the worship team as well.
- Make sure the confidence monitor is working.
- Make sure the TV in the baby's room and in the lobby are set up and working.
- Prepare headsets for the team, turn on the headset box and press the conference button to start it.
- Make sure we remove SSDs from sound board and put in Corey's bag.

### **Audio Engineer:**

- Ensure Ethernet cable is run from Soundboard and plugged into the Stage Rack (in the back at the bottom) where it's labeled FOH.
- Make sure XLRs from output 15 and 16 of Soundboard are run to the wedge speakers that face upper deck seats.
- Ensure mic antenna SDI cables are run and plugged into the antennas.
- Ensure auto tune is up, and the Studiorack program is open.
- Soundboard on and 1Name scene pulled up.
- Start Sound Check at 7:15am, communicate with the platform team and work together.
- Mute instruments during teaching, unmute for response.
- Make sure we remove SSDs from sound board and put in Corey's bag.

### **Camera:**

- Make sure the resolution is at 3120x2160.
- Make sure to set to manual focus and adjust focus accordingly.

### **Switcher and lighting engineer:**

- Make sure Camera SDIs are plugged in to the switcher.
- Make sure Hyperdeck SDI is plugged into the switcher (shorter SDI in soundboard case).
- Plug in XLR cable and run to Switcher Lights.
- Setup Asters (10 on platform, 6 upstairs).
- Connect the ASTERA bluetooth antenna box and turn on.
- Make sure monitor is plugged in and HDMI plugged into Multiview Make sure hyperdeck input is set to SDI+XLR.
- Set up ASTERA lighting preference on tablet to match screen backgrounds.
- Confirm with camera operator that both cameras image is balanced (meaning look the same (color, temperature, brightness)).

**ProPresenter Engineer:**

- Make sure hard drives are added to the hyperdeck IMac for Screen (ProPresenter).
- Make sure HDMI from Projector is plugged in and HDMI ran from IMAC to confidence monitor on platform.
- Make sure the signal to screen and confidence monitor are working.
- Select backgrounds for the songs.
- Make sure to go over song selection with the worship team and songs are available and ready in ProPresenter as well as any other elements needed for the gathering.
- When passing the slides for worship the rhythm to do so is with anticipation, you go to the next when the team is singing the second line of the current. During teaching you pass the slide based on what is being said, you go with the speaker.
- Proofread all slides and correct if needed.

**Translation:**

- Make sure the table is up, with Monitor and all items plugged in.
- Make sure all items are plugged in with the correct power supplies (Plug earbud headphones to the TV monitor, make sure the long SDI from the Hyperdeck (beneath the sound board) is plugged into the SDI In of the little red converter box (Dominator), run HDMI cable from HDMI out of little red converter box to Monitor, run the long SDI spool from SDI out of the little red converter box all the way to the TV in the Baby room, ensure we are getting signal on both the monitor in the translation booth and Baby Room, from Baby Room run the cable to set up the Lobby TV).

## **SUNDAY FLOW**

Load in / Setup Call Time: 6:00am

Worship Team Soundcheck/Rehearsal: 7:15am

Content Check: 8:30am

Platform rundown: 8:45am

Team Huddle in Adults Auditorium: 9am

Doors Open: 9:40am

Gathering Starts: 10am

Gathering Ends: 11:15am

## **Dress Code**

**ATTIRE:** All production members are to wear comfortable and appropriate attire for gathering/event days. The Production Team is required to wear dark/black clothing. It's important that we are not a distraction while we execute our roles during the gathering. Please refrain from wearing flip flops or heels as they can easily cause tripping.

### **DO'S & DON'TS**

- Do be on time.
- Do be engaged with everyone walking through the doors.
- Do communicate with Team Leads and/or Gathering Leads if you will be absent or late.
- Don't be distracted by being on a cell phone or having unnecessary conversations.