

# **Media & Technology Ministry**

[Media and Technology Guidelines & Other Important Stuff]

The members of the Media & Technology Ministry Team include the audio ministry, video ministry, stage and lighting ministry, recording ministry, computer support ministry and photography ministry.

The Media and Technology Ministry is made up of individuals who have been endowed by God with specific Gifts and Talents in these technical areas and who have a shared interest in enhancing the worship experience using their technical expertise and understanding of today's technology. This is a behind-the-scenes job that is done by people who are rarely noticed unless something goes wrong. When we do our job well, we should not be noticed. Yet with our services, the corporate worship experience should be enhanced by all of those in attendance. It should not detract from or become the main focal point of the service. Because of that, having a servant's heart is one of the most important keys to your success in this ministry. Technical knowledge can be taught. But a working model of a willing heart is the result of your yielding to God's desire for you to serve the needs of others.

Each ministry team is important, as is each team member important to the whole. Your service is a blessing to those performing on stage as well as those in the audience. What we do should edify the Body of Christ. You are a vital link to the success of each of these ministries. Remember, we are the body of Christ and we must all work together in a spirit of cooperation and help each other to further the Kingdom of God with the gifts and talents we have been given by Him.

## ***Ministry Goals***

The ministry goals of the Production Team are as follows:

1. To infuse a vision of a worship lifestyle into all those who attend.
2. To show by example how to operate as a team and still be leaders individually. Make it your goal to have a servant's heart and to meet the needs of the on stage, those on crew and those in the audience. Be mindful that there is a corporate anointing that takes place when we enter into His presence with thanksgiving, and that this corporate anointing is far more powerful than we might experience alone. So don't tamper with it; instead, seek to enhance it.
3. To find ways to stir up and build up your fellow team members. Bind intimidation (2 Tim 1:6,7). Find ways that you can minister to them and stir up their God-given talents. Think twice before you speak. Give the benefit of the doubt. Be available. Don't overemphasize skill, but rather total dependence on the Lord.
4. To pursue God's best through technical excellence in everything we do. Strive to honor Him through a "whatever it takes" work ethic (I Cor 9:24-27). Recognize that God is not looking for perfection, but excellence.
5. Through a combination of these points, that we would continue to build up and strengthen a ministry of people who care for and pray for one another. That we would go out of our way to spend time getting to know one another. That we would actually follow through with our promise of "I'll pray for you". That we would not be afraid to be vulnerable in expressing our prayer needs in confidence. That we would help each other grow in an understanding that our significance on this planet is found only in God, not in ourselves or even our performance, whether that be on the stage or behind the scenes.

## ***Focus Group***

Our Media Ministry Focus Group is a time where we meet together to pray for each other's needs and minister to each other. We encourage you to bring friends or family and others who are interested in the media ministry. We also tend to the needs within the ministry such as bible study, repairing or moving equipment and training during this time. We meet on Tuesday evening at 6:45 PM in the library.

# **Job Descriptions**

## ***Committee Chairperson***

The Media & Technology Ministry Committee Chairperson is elected by the Nominating Committee and advises the Church Council of any Policies and Procedures, makes and submits a budget for each fiscal year, approves any expenditure of church funds, recruits additional personnel and ensures everyone in this ministry team is adequately trained to perform their assigned duties. The Committee Chairperson may also act as the Technical Director.

## ***Committee Members***

The committee members will be comprised of the Chairperson, Technical Director, Deputy Director, Worship Service Director, Media Ministries Director, Stage Manager, Senior FOH Technician, Video Director, Lighting Director, Senior Photographer, Network Administrator and Webmaster. An individual may hold more than one position.

## ***Production Team Members***

The production team is made up of the Technical Director, the individual team leaders, team members, assistants, interns and other volunteers. The following pages define each of their roles and responsibilities.

### ***Worship Service Director***

The Worship Service Director is in control of the flow of the service and helps call cues and actions for the rest of the team. All teams coordinate cues and service flow with the Worship Service Director. The Music Director may also fill this position.

### ***Technical Director***

The Technical Director is responsible for coordinating all technical ministry activities to best meet the needs of the Church with excellence. The Technical Director reports to the Music Director.

### ***Deputy Director***

The Deputy Director's primary role is to support the Technical Director, especially for larger productions. The Deputy Director will perform in the role of and discharge the responsibilities of the Technical Director as assigned. The Deputy Director reports to the Technical Director.

### ***Internship***

Any youth in junior or senior high that is at least 13 years old may participate in our technical internship. Activities will vary depending on the intern's area of training, proven levels of commitment and skill level. Youth who prove themselves faithful in the ministry are an important part of the technical team and can provide many skills and creative help. Interns can also help with the technical aspect of the youth and children's meetings, as appropriate.

### ***Additional Ministry Areas***

Many additional ministry positions are available. Please review the list of job descriptions for additional details or contact the Technical Director or Deputy Director and they will be happy to help you find your place of service in this vital and exciting ministry.

## ***Who's on First?***

During a service, especially a major production, you may find a great number of people working on or around the stage area. Each of them is responsible for various tasks spread over several ministries that make up the Production Team.

Things will seem confusing to the uninitiated, but rest assured there is a “method to our madness”. For example, you may be unsure from whom should you take direction. What if the Stage Manager, the Video Director and/or a Musician all ask you to do something? Do they all need their task done immediately or can it wait? Who gets priority?

The Music Director is over the Production Staff, and therefore the Production Team volunteers. The Technical Director is over the audio, video, projection, television and recording ministries and works directly with all of the technical volunteers. During the worship service and rehearsals, there may be a Worship Service Director who is responsible for calling cues and basically directing the flow and organization of the service. The Worship Service Director and Technical Director will work closely together. If you are here to serve during a rehearsal and worship service, and the Worship Service Director, Drama Director or the Music Director asks you to do something, you should comply with their request as though it came from the Technical Director. If you have any questions at all, you can ask the Technical Director later, after the dust has settled.

Each team has a Team Leader. This person is responsible for their team during that service or event. The Team Leader helps carry out the mission set forth by the Technical Director and orchestrates the team's effort for a seamless production.

## ***Mutual Respect***

The Production Team goes to great lengths to ensure the technical needs of the musicians, vocalists and performers are met. We are not janitors or slaves sent to serve their every personal need. We are, however, in a service ministry. So we should remember that all are equal in God's eyes and treat everyone accordingly. If we see a brother or sister on stage having problems with their performance, forgetting words or problems hitting the right notes, our first response should be one of prayer to lift their needs to Christ, not one of ridicule. Let us spend 10 percent of our effort on technical excellence and 90 percent in a sincere effort of lifting up, stirring up and building up our fellow team members.

## ***Who May Serve***

To serve in the Technical Ministries at our Church, we ask that you be at least 13 years old. Prior technical experience is helpful but not required. The most important prerequisite is to have a servant's heart. We can teach you the technical aspects of whichever position you wish to serve. You are encouraged to learn more about the craft so that your service in this ministry would become more enjoyable as time passes. Besides the literature that is available to you, we will also provide training classes to meet specific needs as required.

## ***Preparation***

When you arrive for rehearsal, there should be an Order of Service waiting for you. The Order of Service calls out most of the details you will need so that you can fully understand what will take place during the service. Your training and knowledge of your job will allow you to look ahead and determine what you will be expected to do for the service. Work with the directors in getting any additional details you might need.

## ***Dress Code***

Regular Services: We live in a very casual city and that tends to carry over to our worship services. It is not necessary to wear a coat and tie (unless you will be speaking from the pulpit or serving the Lord's Supper), however it is important to present yourself in a professional manner. Prefer gray collared shirts with dark pants.

Productions: On Stage – Wear Black. Black collared shirt, black slacks, black shoes and dark socks. Prefer long sleeve shirts. Any position not viewable by audience, see above.

## ***Time Commitment***

Rehearsal schedules may vary slightly from time-to-time, but it is very important that you are in your place of service ready to serve in a timely manner. Give yourself plenty of time to arrive on time. Please give unexpected delays the benefit of the doubt and increase your margin of error. You should be in your position no later than five minutes before the start of each service. A more comfortable margin would be fifteen minutes prior to the start of each service.

## ***Sunday Mornings***

07:30	Call time for Directors and Senior Staff
07:45	Meet and Greet
07:55	Prayer in Sound Room
08:00	Rehearsal (all team members present)
08:25	Positions
08:30	First Service
09:30	Clean up
10:35	Meet and Greet
10:45	Prayer in Sound Room
10:55	Positions
11:00	Second Service
12:15	Clean up, shut down, lock up

## ***Specials***

For the Easter, Christmas, Awana and VBS Productions, as well as church conferences and celebration meetings, the technical team will need to be available for rehearsals and services outside these normally scheduled times. Schedules will be posted and the technical crew will need to make the time available. If you cannot be available for a scheduled rehearsal or event, please let us know so we can reschedule other team members.

## ***Schedules***

The Technical Director will periodically create a work schedule in calendar form for all media volunteers. As the time approaches for a new calendar, you will be contacted and asked for any dates that you would like to keep clear on your personal calendar (vacation, business trips and so forth). Calendars are typically generated on a monthly basis and are posted on the website.

## ***Schedule Changes***

We realize that there will be times when a change in your personal schedule will require your arriving late for a rehearsal, or even preempt your being able to work that service at all. We have a simple system in place that ensures that our production needs will still be met. If this condition arises, you are responsible for locating and scheduling a trained replacement to work for you. As a team member, you will have a phone list of technical team volunteers from which to draw. A simple solution is for you to offer to “trade” schedules with them for a future service.

## ***Being Late for Rehearsal***

Please call if you expect to be late for rehearsal. Depending on how late you will be, we may be able to cover for you until you arrive.

## ***Emergency Schedule Changes***

If time allows, please still try to locate and schedule a trained replacement for you. Please make every effort to contact a person rather than a machine, and have that person spread the word for you. We suggest that you try to reach the production staff first, Technical Director, Technical Assistant or other appropriate person. If you only have time to leave a message, please try to leave messages at multiple locations to ensure that we will find out in time to give your replacement adequate time to change their schedule around. It is imperative that you remember that because of our own changing schedules, it is very possible that we would not get your message until it is too late.

## ***Monitor Mix***

Mixing Monitors to please everyone on stage is often not an easy task. On the surface you wouldn't expect it, but relationships built between the stage crew and the worship team are at least as important as all of the cool technical stuff that we can come up with, if not more so. Being out on stage in front of people is scary. Rehearsals are fairly relaxed, but during the service the person out on stage wants to know that their monitor mix is going to be the same as it was during the rehearsal.

A relationship of trust and understanding is built between the performer and Technician providing the monitor mix and this relationship is a key link in their success as well as ours. One practical thing that all monitor Technicians can put into practice right away is to develop a system to “mark” their mixes. You can have one mix established and marked for the worship team and a separate mix marked for each of the worship specials. Our Music Director often is the interface between the musicians and the singers. Most requests for changes in vocal monitors should typically come from or through him.

## ***Reminders***

You have probably already realized that the Production Team strives for technical excellence in everything we do here at church. We believe in giving our best effort to God. You will come to appreciate the depth of our efforts the longer you stay involved as a member of the team. For example, one small thing that we consider important is to have everything ready for sound checks before the Music Director walks out onto the stage. A performer should not have to ask us to turn on a microphone.

## ***Policies & Procedures***

Please see the full version of the Policies and Procedures manual for specific job related duties and operating procedures for many of the tasks we perform.