



PRODUCTION TEAM

H A N D B O O K

SERVING WITH EXCELLENCE • WORSHIPPING THROUGH TECHNOLOGY

"Whatever you do, work heartily, as for the Lord and not for men."

COLOSSIANS 3:23-24 (ESV)



SUNDAY SCHEDULE



FRONT OF
HOUSE AUDIO



PRO
PRESENTER

REQUIRED ARRIVAL TIME

8:00 AM

This allows time for:

- System startup
- Final equipment checks
- Soundcheck
- Worship Team Warm-Up
- Last-minute adjustments

These positions are critical to the success of every service and require additional preparation before the rest of the team arrives.



MIDWEEK REHEARSAL



FOH AUDIO



PRO
PRESENTER

ARRIVAL TIME

7:30 PM

Those scheduled in these positions are expected to attend the Wednesday evening rehearsal prior to their scheduled Sunday.

Attendance allows operators to:

- Build confidence with the order of service
- Verify presentation slides
- Confirm cues and transitions
- Work through any technical issues before Sunday



PLANNING CENTER

Every Production Team member is expected to monitor Planning Center regularly.

WEEKLY EXPECTATIONS

- ✓ Check assignments weekly
- ✓ Respond to serving requests
- ✓ Accept or decline no later than **Tuesday evening**

Prompt responses allow us to schedule volunteers effectively and provide adequate time to fill open positions when necessary.



BACKGROUND CHECKS



To help provide a safe ministry environment,

ALL PRODUCTION TEAM MEMBERS WHO ARE 18 YEARS OF AGE OR OLDER ARE REQUIRED TO COMPLETE A CHURCH BACKGROUND CHECK BEFORE SERVING.



TEAM EXPECTATIONS



BE PREPARED

Arrive on time. Know your assignment. Come ready to serve.



SUPPORT ONE ANOTHER

Encourage teammates. Offer help when needed. Celebrate each other's successes.



MAINTAIN A POSITIVE ATTITUDE

Speak with kindness. Avoid unnecessary criticism or negativity. Help create a culture that people enjoy serving in.



FOLLOW LEADERSHIP

Report to the Technical Director for all production-related questions. Follow established procedures and direction during rehearsals and services. Communicate concerns respectfully and promptly.



PURSUE EXCELLENCE

We strive for excellence—not perfection. Mistakes happen. Learn from them, improve, and move forward together.



OUR COMMITMENT

Our goal is not simply to operate equipment. Our goal is to **faithfully serve Christ, support one another, and use technology** to help people encounter Jesus through worship.



EVERY POSITION MATTERS.



EVERY VOLUNTEER MATTERS.



EVERY ACT OF SERVICE IS AN OPPORTUNITY TO GLORIFY GOD.



PINE TERRACE
—BAPTIST CHURCH—

Worship Ministry

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