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# Production Team FAQ

Thank you for your interest in serving on our Production Team at Brazos Fellowship. Volunteers are our greatest resource. They make up 80% of our production team on a Sunday morning and we could not pull off what we do on Sunday without them (you). In this document are answers to some of the most common questions that we get regarding our team. This information will be invaluable to you as a member of our ministry.

If you have any questions about this document or the production team in general, contact our Production Team staff or send an email to [production@brazosfellowship.com](mailto:production@brazosfellowship.com).

**Q: What kind of volunteers are you looking for?**

A: Experience helps but is not required. We are looking for people that are interested in serving the church in the production area, able to fulfill the team commitments (see below), and are willing to put in the time and effort that it takes to become proficient at a position on our team

**Q: How do I get involved in the Production Team?**

A: The very first thing that we need is for you to fill out one of our volunteer applications. The form is available on our website at <http://www.brazosfellowship.com/production-team/> or contact the Production Team staff at [production@brazosfellowship.com](mailto:production@brazosfellowship.com) to get one. It doesn't matter what kind of experience you have, all volunteers need to fill one out. Once we receive your completed application we will call you and talk about next steps.

**Q: What kind of commitment do you guys ask?**

A: We ask that new members commit to serving at least one year. We also ask that you be available to serve at least once every third/fourth Sunday and can serve the whole day -- from rehearsal (6:30 – 7:00 a.m.) to the end of the last service (12:45 p.m.) The only difference is for the Video Team. The Video Team's time commitment is 9:45 a.m. - 11 a.m. The only team that has an additional weekly commitment is the Audio Team. They are encouraged to be at the Tuesday night rehearsal before the Sunday they are scheduled (typical rehearsal times are 7:00 p.m. to 9:00 p.m.). We also ask that you take some time during the week and become familiar with the Sunday morning program and music (this is mainly for those running lights or audio).

**Q: What is your team mission and philosophy?**

A: *Our Mission* – The Production Team mission is to offer opportunities for volunteers to serve the church and contribute to the lives of others through

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their gifts and experiences by creating excellent, dynamic, and relevant environments that attract and lead people into a growing relationship with Jesus Christ.

*Our Philosophy* – Our production team's philosophy is to enhance, but not distract what is already happening in the room. "Enhancing" is an on-going process so our work is never done, while it is somewhat easy to see a "distraction". The recognition that God is present in a worship service in spite of what we do reminds us that our role is a supporting one.

*Our Responsibility* - Ours is a team effort. Each individual and each piece of equipment is designed to work together to create one environment. Different roles and different gifts move us in one direction toward one goal: to effectively deliver the message without distractions and create a great worship experience. Such a venture begins with a challenge: a challenge to our weaknesses, to our creativity, to our spiritual maturity, and to our unity as a team. As a production team member, your position -- and how well you perform at that position -- is critical to creating that environment: one that ministers to seekers and believers alike.

**Q: How do I know when and where I am serving?**

A: We use a monthly production schedule that is posted online through a scheduling program called Planning Center Online (PCO). You can access it at <http://www.planningcenteronline.com>. We have to setup an account for you before you can access it. Once you log on, you can see which Sundays you are scheduled, accept or decline new scheduling requests, and view information about the Sunday services that you are scheduled for.

The completed monthly schedule is then posted on the Planning Center site for everyone to see. You will also get an email from PCO stating when you have been scheduled. It is important that you open the email reminder that PCO sends out to you and click on the "Accept" button to confirm your availability. If you are unavailable to serve on a specific date it is important to click the "Decline" button as soon as possible so we can schedule another volunteer to serve.

**Q: What different production positions do you have?**

A: Our team is broken up into five main areas: Audio, Video, Computer Graphics, Lighting, and Stage.

A breakdown of our four main areas:

Audio Team - The Audio Team is responsible for the set-up, monitoring, and adjustment of all auditorium audio equipment. Their role is to support the band, speaker, and all on-stage personnel as they lead or communicate to

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the audience on Sunday morning. They focus on facilitating worship and communication, focusing attention, and removing distractions.

Video Team - The Video team prepare and operate the equipment necessary to capture worship and teaching every Sunday. The work they do, in turn provides video archive on our website as well as content for our weekly TV program. They indirectly serve a larger audience than attends the weekend services.

Computer Graphics - The Computer Graphics (CG) team prepare and operate the equipment necessary to display any graphics or characters that are needed to enhance the Sunday morning services (ie: worship lyrics, Bible verses, etc.). They focus on enhancing and delivering the worship and the message, creating visual appeal, focusing attention, and supporting the communicator.

Lighting Team - The Lighting Team prepares and operate the equipment used to light both the stage and the auditorium on Sunday mornings. They focus on illuminating properly, creating atmosphere, and focusing attention.

Stage Team - The Stage Team direct the flow of people and props from the back and the front of the stage. They also police traffic near the stage and manage the props behind the stage. They focus on creating the environment, enhancing visual communication, and supporting the communicator.

**Q: How do you communication with the Production Team?**

Because communication sometimes has to happen at off hours (for example: Saturday night, 10pm), most of our communication is done through email or PCO. You can get specific Sunday information like service order, dates you are scheduled, and other info that you may need for Sunday on PCO. We encourage you to become familiar with PCO.

**Q: How do you train your volunteers?**

A: We rely heavily on our existing volunteers to help train new volunteers. You will begin your training by shadowing along-side one of our veteran volunteers on the position that you will be serving in. You will slowly start working your way into the position until you are operating it with your trainer looking on. When you feel you are ready and we feel you are ready, we will then add you to the rotation. Your training time depends on your experience level and how fast you pick it up.

We add occasional evening basic training sessions that are led by staff if we have a lot of new volunteers that have been added to the team. We also periodically have staff-lead advanced training sessions for all the volunteers

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in each area to improve skills, revisit the team mission/purpose, and help refocus our team.

**Q: What do I do if I get sick or cannot serve because of an emergency?**

A: Please let us know as soon as possible. If you know you aren't going to be able to serve, contact your staff leader ([production@brazosfellowship.com](mailto:production@brazosfellowship.com)). All of the production positions are critical to the success of Sunday so we need to know as soon as possible.

**Q: Where do I go when I get to Brazos Fellowship?**

A: When you arrive at Brazos Fellowship, please park at the back of the church (North end of the main building). If it is your first time serving a member of our Production Staff will contact you and provide you with a door code to access the building. All scheduled Production Team volunteers will meet in the sound booth at the back of the main auditorium.