

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.

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 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 (7:30 a.m.) to the end of the last service (12:45 p.m.) The only difference is for the Live Stream Production Volunteers. The Live Stream Production Volunteers time commitment is 8:45 a.m. - 12:45 p.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 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 server 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 Production Team is broken up into four main areas: Font of House Audio Tech, Computer Graphics Operator, Lighting Operator, and Stage Hand.

Our Live Stream Production Team has three main areas: Broadcast Audio, Camera Operator, and Director

A breakdown of the Production Team four main areas:

FOH Audio Tech - As a part of the production team the Front of House Audio Tech creates a well-balanced audio mix for the in-ear monitors of band members, and the main mix for individuals in the auditorium. The work of the Front of house Audio Tech enables band members to lead worship free from distraction (as they can hear everything they need to hear to play). The Front of House Audio Tech also allows individuals in the room to know who is leading the song and know where the song is going without distractions created by an unbalanced audio mix. During the message portion of the service the Front of House Audio Tech's mix allows the main communicator to be clearly heard and understood while minimizing distractions such as mic-based noise.

Computer Graphics Tech - The Computer Graphics Operator provides a word-based visual representation of worship and the message. This position is also responsible for cuing various video elements, and providing smooth transitions between service elements. The graphics operator also provides a safety net for band members and communicators by running confidence monitors during all elements of the service. All of this results in the Computer Graphics Operator helping those in the auditorium to follow along and participate in the service while also providing support to worship team members, hosts, and main communicators on stage.

Lighting Operator - The Lighting Operator provides visual enhancement to the main auditorium. These enhancements help set moods in the room during worship, enhance worship through the well-timed execution of lighting cues, and draws attention to different focal points throughout the service (main screens, worship leaders, main communicators, etc.). The work of the lighting operator results in the smooth operation and transition between service events, while also drawing attention to important areas on the stage or main screens. This enhances the worship and teaching experience for those in the auditorium.

Stage Hand - The Stage Hand serves as a second set of hands and a method of communication for the Sunday Morning Producer, allowing him/her to remain in the booth and focused on management, oversight, and coordination of service elements. The work of the stage hand results in the smooth operation of stage-based events/issues during run-through, rehearsal, and services, reducing distractions for those in the auditorium and those on stage leading worship or speaking.

A breakdown of the Live Stream Production Team three main areas:

Broadcast Audio Tech - In broadcast, the quality of the sound and the music is just as important as the quality of the video. Having multiple high resolution cameras could enhance the quality of the broadcast, but if the worship is not mixed well and you can barely hear the speaker, the viewer can be easily distracted by the lack of quality in broadcast audio. The goal for the broadcast audio engineer is to minimize the distraction caused by audio issues, and enhance the quality and consistency of the audio in worship and message during Sunday service.

Camera Operator - The Camera Operator's job is to also tell a story through their lenses. Oftentimes, they are able to see the big picture of the whole auditorium and not just the small screen on their viewfinder. Their goal and their job is to be able to find beautiful, life-giving moments that are happening on Sunday mornings and capture those moments.

Director - The Director's job is to make sure that everyone watching has the best opportunity to experience Jesus with minimal distractions. There are so many possible distractions that could be in the way, even the ones the ATEM switcher has no control over. Directors are provided with an opportunity to be the commander in chief of what is actually broadcasted out to the viewers. They are given access to all of our cameras and graphics available to enhance our broadcast to the best of their ability. Directors also get to tell a story through their broadcast. Their goal is not to stroll through a broadcast taking a camera at a time, but also thinking of a beautiful story that they are able to tell through the camera lenses to show what Jesus is doing at Brazos Fellowship.

Q: How do you communicate 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 on PCO. We encourage you to become familiar with PCO.

Q: How do you train your volunteers?

A: 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 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: If you know you aren't going to be able to serve, contact your staff leader (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.