

MINISTRY PLAYBOOK

PRODUCTION TEAM

SEPTEMBER 2023 // WORKING DOCUMENT
THIS PLAYBOOK IS STILL IN DEVELOPMENT



GRACE CHURCH

STATEMENTS & VALUES

Vision Statement

We are one church in many locations, multi-cultural and multi-generational, spreading the hope of Jesus until everyONE hears.

Mission Statement

We want everyone to Encounter God, Grow in Grace and Knowledge, Engage in Community, and Go Make a Difference.

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YOUR JOURNEY AT GRACE

ENCOUNTER

Salvation.

Baptism.

New Believer's Course.

GROW

Membership Class.

Campus Social.

ENGAGE

Life Groups.

Freedom.

The ONETeam.

GO

Family.

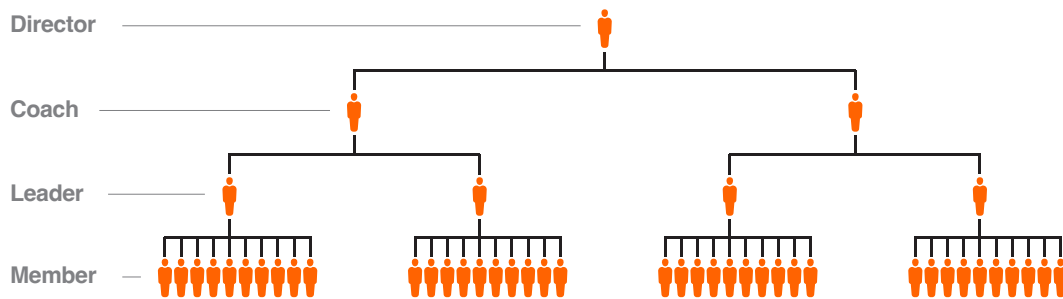
Community.

Missions.

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THE LEADERSHIP PIPELINE



Director.

ONETeam Directors provide leadership, development and accountability for ONETeam Coaches. As a member of the Campus Lead Team, these Directors turn strategy into action and ensure the objectives of the ministry playbooks are met.

Coach.

ONETeam Coaches support ONETeam Leaders. These dynamic individuals are focused on leading teams of 1 to 5 ONETeam Leaders.

Leader.

Teams are made up of no more than 10 Members, led by a ONETeam Leader. The role of the Leader is critical to “running the play” for the ministry.

Member.

The backbone of volunteerism at Grace Church is The ONETeam Member! These are the hands and feet of ministry.

This illustration represents the Leadership Pipeline in an ideal state. This will be developed over time with Campus Leadership.

STATEMENT OF PURPOSE

The purpose of the Production team is to enable others to worship and encounter God.

We accomplish this in 3 simple ways:

- 1. Audio helps us hear the Gospel.*
- 2. Screens give us a way to engage in service.*
- 3. Lighting focuses our eyes and sets the atmosphere.*
- 4. Livestreaming invites others into service.*

ROLES

Team Organization Chart

Campus Pastor

**Associate Campus
Pastor/Director**

**Production
Director**

**Production
Coach**

**Production
Leader**

**Production
Member**

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POSITIONS

Below are the roles associated with the organization chart above. Remember, this pipeline is designed to scale with the size of the department and campus. These roles have been listed in order of what is recommended to scale to.

Production Director

This individual will oversee all departments within Production, offering support, value and leadership to all Coaches.

Production Coach

The Production Coach will ensure that all Leaders are equipped through training and through the dissemination of all pertinent information received from the Production Director, Associate Campus Pastor/Director or Campus Pastor. Coaches should be aware of any prayer requests or special circumstances of each Leader of their team, as well as any serious situation that the Leaders have brought to your attention regarding Members. Remember, this is the team that God has given YOU to care for. Additionally, Coaches may fill in as Team Leaders when necessary.

Production Leader

All Production Leaders are responsible for ensuring that their teams are staffed for each service. This will include scheduling Members via Planning Center Online and verifying that all positions have been successfully filled. Leaders should be aware of any prayer requests or special circumstances of each Member of their team. Remember, this is the team that God has given YOU to care for. Additionally, Team Leaders may fill in as a Team Member when necessary.

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POSITIONS

Production Member

All Members help facilitate setting the atmosphere for service, special occasions, events, etc. Positions can include working in audio, lighting, video, and more. This environment is fast-paced and fun!

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POSITIONS

RESPONSIBILITIES

As we serve on the Production Team, our strategy is to deliver a high-quality presentation each week. Operating at a high capacity, eliminating distractions that would affect anyone from encountering God.

Set the Atmosphere

Ensure that you are familiar with order of each service, event, etc. Execute your outlined tasks for the positioned assigned.

Connect People to Grace

Our Livestream reaches a large audience worldwide. It is important we are prepared to execute the plans in place for each broadcast to connect online audiences to Grace.

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RESPONSIBILITIES

ENVIRONMENTS /MATERIALS

Depending on your campus, the Production Team environments can consist of the Worship Center, Production Control Room, Production Booth and PWC Suite. Please be sure that these areas are always kept tidy and free of any hazards

There will be materials available online or printed copy if requested.

Ensure you stay up to date with the information on the Grace Church website (www.grace.one). Many people will prefer to be directed to an online version of the information they are inquiring about.

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ENVIRONMENT
/MATERIALS