

Thank you for your interest in serving on our team. Volunteers are our greatest resource. They make up 95% of our production team on a Sunday morning and we could not pull off what we do on Sunday without them (you). Inside 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 your Production Team staff or send an email to productionteam@wellspringchurch.tv.

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. Contact the Production Team staff or send an email to productionteam@wellspringchurch.tv to get one. It doesn't matter what kind of experience you have, all volunteers need to fill one out. Email or mail the completed application back to us 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 two Sundays out of four (preferable 2 on/2 off) and can serve the whole day -- from run-through (7-45- 830 a.m.) to the end of the last service (12:15 -12:45 p.m.) The only team that has an additional weekly commitment is the Audio team. We also ask that you take some time during the week and become familiar with the Sunday morning program and music (if your position requires that).

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 philosophy is to be engaging. For the un-churched person, we have the challenge and opportunity to present a professional looking production. An excellent presentation will assist us in breaking down walls and help to redefine church.

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 or 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 and information about the Sunday services that you are scheduled for. Contact your staff leader if you have not been setup on it. For more information about accessing and using PCO.

Each month, we encourage our volunteers to log onto our [scheduling software](#) and input your upcoming Sunday conflicts (Sundays that you are not available to serve). The Staff team takes all of the volunteer conflicts and builds the production schedule around that. We generally schedule two weeks ahead of time and the schedule is then posted on the [Planning Center](#) site for everyone to see. You will also get an email from our scheduling software 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. For more info on this, see the many tutorial articles and videos available on [Planning Center](#).

Q: What different production positions do you have?

A: Our team is broken up into four main areas: Audio, Video/CG, 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 the audience on Sunday morning. They focus on facilitating worship and communication, focusing attention, and removing distractions.

Video Team (Computer Graphics) - The Video and CG team prepare and operate the equipment necessary to display live video and any graphics or characters that are needed to enhance the live video (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.

Photography Team - We ask our photographers to capture life change! We want people to be able to see what each week at a Wellspring Service looks like but we also hope our photography can help them understand what it feels like.

Q: How do I contact the production staff?

A: Each area has their respective staff leaders. You will be assigned a team as soon as you start.

Audio and Lighting Teams:

Jerrme Stinnett (jerrme@wesllspringchurch.tv)

Stage Managers:

Matt Morris (mmorris@me.com)

Video Team (includes CG and Pro):

Gary Dohmeir (gdohmeier@gmail.com)

Photography Team:

Beth Goff (bethgoff@ymail.com)

Q: How do you communication with the Production Team?

Because our production team is so large, most of our communication is done through email or our [Planning Center](#). You can get specific Sunday information like service order, dates you are scheduled, and other info that you may need for Sunday on [Planning Center](#). We encourage you to become familiar with this site.

Q: Do you have any outside Production Team events?

A: We schedule outside social events throughout the year for our team and also have periodic advanced training sessions in the various production areas.

Q: What do team members wear on Sunday?

A: For most positions, you can wear whatever you would normally wear to Wellspring. If you are in a position that is on stage (ie: stage camera or backstage manager) we ask that you wear clothes that are black or as dark as possible.

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 of you 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: Please let us know as soon as possible. If you know you aren't going to be able to serve and it is before Thursday at 5:00 p.m., contact your staff leader. If it is after 5:00 p.m. on Thursday, please contact your auditorium producer and let them know. You can see who your producer is and get your producer's contact info by logging onto the Planning Center site and opening the Producer Contact List on the main page that list the different service plans. It is located right below the East and West plans. Either way, please give us a heads up soon as you know. 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 Wellspring?

A: Our first meeting is at 7:45 a.m. in the Green Room. If it is your first Sunday, please arrive 10 to 15 minutes early so that we can connect with you and get you plugged in before the meetings start. Please park on either side of building but not in the front parking lot.