

Playbook – 2018 iTech

Photo



Welcome to the Photo Team!

The Photography Team captures and documents the story of what God is doing in and through VOUS Church. The team captures moments to inspire people to Jesus. This team works hard, but we have lots of fun doing it. We are thrilled you are joining the team and believe you will be an incredible addition.



Team Leaders

Lilly Pham - (615) 428-2537

Aranel Vivarini - (786) 208-2035



IF YOU'RE TOO BIG TO SERVE
THEN YOU ARE TOO SMALL TO LEAD



Dear Friend,

Welcome to the VOUS Church Family!

We are honored that you have expressed interest in being a part of the team. We truly believe that when we push aside our personal preferences to serve the local church the world can be forever changed by the love of Jesus. We are called to serve like Jesus did and it is an honor to be a part of the story He is telling throughout history. We make no apologies for being over the top thrilled to pour out our very lives to share the message of Hope found in Him.

We love the way Romans 12 states it:

"So here's what I want you to do, God helping you: Take your everyday, ordinary life—your sleeping, eating, going-to-work, and walking-around life—and place it before God as an offering. Embracing what God does for you is the best thing you can do for him. Don't become so well-adjusted to your culture that you fit into it without even thinking. Instead, fix your attention on God. You'll be changed from the inside out. Readily recognize what he wants from you, and quickly respond to it. Unlike the culture around you, always dragging you down to its level of immaturity, God brings the best out of you, develops well-formed maturity in you."

We believe as we fix our eyes on Jesus even the most ordinary tasks become worship to our God! He takes our daily lives and flows His love through all we do! This manual has been created to help you with any questions you might have and to instruct you in some of our procedures and responsibilities. Don't hesitate to reach out if you have any questions. We want you to know that we are thankful for you - welcome to the family!

The best is YET to come!



Rich & Dawnchere Wilkerson

Lead Pastors, VOUS Church



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VOUS Mission

To bring people that are far from God close to Him.

VOUS Values

Jesus: Is Our Message

The purpose of VOUS Church is to share the hope of Jesus. Jesus is our message. We are Jesus people, not religious people. Methods will come and go, yet our message will remain the same.

People: Are Our Heart

Our heart is for ALL people. All people are loved by Jesus. We make no apologies for being specifically focused on reaching those far away from God. We desire to bring the broken home at all costs. We believe that our light is best seen in the night.

Generosity: Is Our Privilege

Generosity is about giving more than what is required. We see generosity as a privilege. We're generous with our time, talents and treasure. We go first in our giving. God has given richly towards us, it's our honor to give back to Him.

Excellence: Is Our Spirit

We are going to always do the best with what we have. We're on time, engaged and prepared. We don't do things halfway. If we're gonna do it, it's to the best of our ability.

Servant Leadership: Is Our Identity

If you're too big to serve then you are too small to lead. We believe the greatest leadership is service to others. Every leader is a servant first. From the parking lot to the pulpit, everyone serves. Every role is different but they are all important. If you ain't helping, you ain't helping!

Honor: Is Our Calling

We are vocal with our honor, meaning we are not stingy with our words. We submit to leadership and are thankful for spiritual authority. We choose joyfully to submit to those God has placed over us. We honor and care for those God has placed under us.

Passion: Is Our Pursuit

Everything we do, we do it with passion. From our worship to our service we do it with Holy Spirit Energy. Passion drives us. Passion for Jesus. Passion for people. Passion for His church.



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VOUS HOUSEKEEPING

Opportunity, Responsibility, Accountability

Luke 12:48 MSG

"From everyone who has been given much, much will be demanded; and from the one who has been entrusted with much, much more will be asked."

Great gifts mean great responsibilities; Greater gifts, mean greater responsibilities!

At VOUS, we are committed to knowing what we are doing, but also being aware of what we're not doing. Both are crucial!

We have ONE vision at VOUS - To bring people that are far from God, close to God. Division begins when there are two different visions happening. We don't want to do a bunch of good ideas, we want to do a few God ideas.

Here is what we focus on as Servant Leaders of VOUS Church:

We Think Like A Leader

- Leaders are always thinking about involving people
- The tasks we are responsible for are not just about the work. They are a way to involve and minister to people
- We are called to maximize what is around us and what is given to us

We Build Team

- We are a Servant Leader lead organization
- We should always be at a point where we need more people
- People's investment heightens with their involvement

We Understand Our Culture

- We're committed to and promote our ministry model
- VOUS Church is not "pick up" sports. We are a real team with real plays.
- There are 2 forms of ministry at VOUS Church - TEAMS and CREWS.



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- Some things we need to know about Teams
 1. We don't start teams without approval
 2. We don't do a Team meeting without approval. It's not about control, we're just trying to run the plays that have been designed.
 3. Changing language always needs approval
- Some things we need to know about Crews
 1. People can't start a crew without approval
 2. People can't do whatever they want in their Crew
 3. Crews and their leaders need to be connected to the church

Communicate, Enforce and Represent our Position

- If we want people to flourish, we have to focus on these things
- We have a choice - we can choose to withdraw from or deposit to



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SCHEDULING

During the off month, you will receive a preference form via email where you will be able to share your availability for the following season. The service preference form will indicate which service you will serve for the upcoming season. Once the schedule for the month is created, CCB requests for the entire month will be sent out. Please accept or decline the request and communicate with your team leaders about making adjustments.



SUNDAY CALL TIMES

10 AM CALL TIME: 9:15 AM

12:15 PM CALL TIME: 11:45 AM

6:00 PM CALL TIME: 5:00 PM

Team Rally: 9:25 AM & 5:25 PM

COMMUNICATION

Please always be proactive in communicating. If you are unable to serve when you are scheduled, be sure to first notify your team leaders and then communicate with the team through the designated group chat to find someone that can cover your time. Please be sure to communicate with the team as soon as you find out you cannot serve.



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ROLES AND RESPONSIBILITIES

The VOUS Church photographers are responsible for capturing the photos requested in the shot list and finding new and creative ways to capture events/Sundays.

PHOTOGRAPHERS:

- Review the entire shot-list and your specific assignment.
- Check in at Servant Leader Check-In.
- Arrive on time for the huddle.
- Acquire SD card from Service Leader.
- Submit photo assignments from shot-list on time.
- Look for creative ways to capture every moment of the service/event.
- Average 200 or fewer pictures per event.
- Meet in Photo Cave after you're done shooting.
- Ingest SD Card.
- Tag shot-list photo assignments in your folder on the computer.

SERVICE LEADER:

- Set up the photo cave (only applies to the first service)
- Submit roster through LEAD app 30 min before service begins
- Huddle with the team
 - Orient first time photographers and assign them to someone they can shadow.
 - Review shot-list and assignment.
 - Review huddle notes.
- Stay in constant communication with the Social team.
- Confirm shot-list assignments are being submitted on time.
- Ingest every photographer's SD cards.
- Evaluate service with photo team.
 - Celebrate the win.
 - Discuss where we can improve.
 - Break down photo cave (Only applies to the last service of the day).

BLOCK OVERSEER

- Objective: inspect what is expected
 - photo cave is set up
 - shot-list assignments are being submitted on time
 - The social Media team is in communication with service leader
 - photo cave is packed away properly
 - equipment inventory is completed



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SCHEDULERS:

- This position is responsible for reaching out to team members during Scheduling Day for their availability and scheduling them for the whole month for Sunday's and events.

QUEUE MANAGER:

- This position is responsible for managing the Photo team queue in CCB. venting and welcoming new team members and adding them to the group chat.

CULTURE CULTIVATORS:

- This position is intentional about remembering birthdays, anniversaries and celebrating life during huddles or in group chats.

GROWTH TRACK REPRESENTATIVE:

- This position is responsible for assisting Growth Track Step 4 and representing the Photo Team and explaining the team's role within the church and the opportunities within the team.



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SHOOTING FOR EVENTS

- With so many exciting things happening in the life of our church it is important we capture every detail to share with the world what God is doing through VOUS Church.
- During events/special occasions we only have one chance to capture and share so we want to make sure we are shooting the following:
 - Speaker shot
 - Worship Special
 - Crowd shot
 - Panel / Interview
 - Installations / Environments
 - Photo Booth
 - Merchandise / Gifts
- Social will provide deadlines for each photo during events through shot list



CAPTURE THE MOMENT

We want to show what God is doing through VOUS Church. The best photos are the ones that make you feel as you are there, make you smile, cry and even give you a little bit of FOMO.

BE ATTENTIVE BUT DISCREET:

- If you see something cool happening, run and capture it but be discreet. Do not make guests feel uncomfortable or disrupt service.
- Do not be a distraction to others during the service
- Walk down the middle aisle during the sermon



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PHOTO CURATING:

Our photos should make people feel at home before ever attending VOUS. We post photos that are welcoming and show genuine emotion.

OUR PHOTOS ARE:

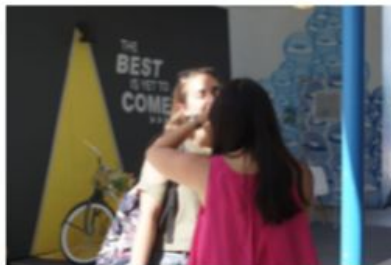
- High quality
- Sharp
- Clean
- Candid photos (i.e. laughing, hugging, talking, smiling)

Our photos should represent who we are as a Church. When curating select photos of all ethnicities, genders, and ages



OUR PHOTOS DO NOT:

- Too much going on
- Have Blurriness
- Have art
- Have bad lighting



SHARING PHOTOS

INGESTING STEP BY STEP:

- In Photo Team Laptop place SD Card in the Card reader
- Transfer picture taken from SD card into the folder created for the service/event
- Folder format
 - Year-Month-Date-Service Time-Initials of Photographer
 - Ex: 2018-03-27-10am-RN
- Tag shot-list photo assignments in the folder

UPLOADING TO STREAMS:

VOUS PUBLIC STREAM:

- This stream is for the best of the best photos. Only upload the top 10 photos during each service.
- Who has access? Pastors, Leaders, Photo & Social Team

PHOTOSTREAM 2:

- This stream is for photos the Social Team has requested. Upload a variety of photos for the Social Team to select from.
- Who has access? Photo & Social Team



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SUNDAY FLOW

PHOTO CAVE LOCATION: ITECH- BACKSTAGE RIGHT BATHROOM

When arriving on Sundays meet team at the photo cave. Keep in mind the call times.

SET UP:

- Set-up table and chair
- Equipment is placed in photo cave
- Take inventory of camera equipment
- Set-up laptop and charger with SD card reader
- Create folder specific to service/event
 - Ex of main event folder: 2018-03-27-Team Night
 - Ex of photog folder: 2018-03-27-10am-RN

BREAK DOWN:

- JDD ONLY - Service lead takes equipment back to iTech location after the last service to ingest SD Cards
- Make sure all SD cards are ingested and photos are saved
- Take inventory of camera equipment
- Pack equipment

EQUIPMENT:

- In order to use VOUS equipment, you will have to check the equipment in & out on the laminated sheet provided by service lead. The same process applies for mid-week events.

SHOT LIST:

- The Photo and Social Media team work hand in hand to tell the story of VOUS Church, promote events and share important information.
- Based on posting needs the Social team creates a detailed shot list with inspiration and deadlines - when they need the photo by.
- The shot list is sent on the Photo team designated group chat at least a day prior to Sunday or event.
- Once received please review inspo and deadlines.

DEADLINES:

- The Social team runs on a tight schedule and **MUST** post live photos during Sunday or events. It is our duty to deliver the photos on time.
- Keep in mind the ingesting and uploading process.



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GUIDELINES

DO'S:

- Shoot in JPG format
- Follow shot-list
- Look for diversity (age, gender & ethnicity)
- Average 200 pictures or less per event

DON'TS:

- Cut off limbs of the subject
- Include copyrighted artwork in the shot
- Overshoot



DRESS CODE:

- Think of yourself as a ninja once you join the VOUS Church photography team. Your dress code is all black (dark colors) to avoid distracting others, including the worship team and the speakers during service.
- Dress comfortably to easily move through the venue.
- Pants > skirts Flats > heels

LANYARD:

- For those photographer's who need to go backstage, you need to get a lanyard from the A-Team.

