

Playbook – 2018 iTech

Audio



Welcome to the Audio Team!

We are so excited you've chosen to be part of our family.

Our purpose is to carry God's praise and message to all who can hear. "Faith comes from hearing the message, and the message is heard through the word about Christ." Romans 10:17



Team Leaders

Calvin Mark
(786) 281-5284

David Lopez-Quin
(305) 793-9690



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.

VOUS HOUSEKEEPING



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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.
- Some things we need to know about Teams
 1. We don't start teams without approval



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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 & 12:15 PM CALL TIME:

5:45 a.m. Team Huddle

6:00a.m. Sound Load In and Setup

6:50 a.m Band/Vocal Sound check

7:15 a.m Worship Rehearsal

8:15 a.m Service Run through

8:40 a.m Team rally (auditorium)

8:55 a.m. Platform huddle in greenroom

9:15 a.m Service starts.

For next 2 services:

*No run through.

10:40 am Production huddle in greenroom

11:00 am Service starts

12:40 pm Production huddle in greenroom.

1:00 pm Service starts.

6:00 PM CALL TIME:



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2:15 p.m. Band & Vocal Sound Check
2:30 p.m. Worship Rehearsal
3:10 p.m. Service Run through
3:30 p.m. Team rally (auditorium)
3:40 p.m. Platform huddle in greenroom
4:00 p.m. Service starts.
5:40 p.m. Production huddle in greenroom.
6:00 p.m. Service starts.
7:40 p.m. Production huddle in greenroom.
8:00 p.m. Service starts
After 8 p.m. service is over (est. 9:30p): Sound break down and Load Out

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.

ROLES AND RESPONSIBILITIES

ATTIRE:

All production members are to wear comfortable appropriate attire for service/event days. It's important that we are not a distraction while we perform during the service. Please refrain from wearing flip flops or heels as they can easily cause tripping. Stage Techs and Stage Tech Assists are required to wear ALL BLACK.

PLANNING CENTER:

It's important that all production members have a strong knowledge of Planning Center. This includes knowing how to accurately read the service agenda items and times, edit agenda items, and schedule volunteers in the tool (if your permissions require it). Also, since PC is a workable agenda and has the potential to be updated at the last minute, please download the



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“Services” Planning Center mobile app so that you can view updates at all times. If you have any issues with your account please contact Oliver Marroquin.

ChurchComminutyBuilder:

Along with having a CCB account with Vous Church, you should be familiar with the scheduling process in CCB. You will be scheduled at least 2 weeks in advance for services and your confirmation is required.

COMMUNICATION:

Communication is key! Please be sure to respond to emails, texts and phone calls so we know you have received them. Also, as we communicate in service either in person or via radios – let’s be clear, direct, and always respectful.

PUNCTUALITY:

We are to be on time and value time. We are all required to be at our serving areas 5-10 minutes earlier than your scheduled time. In the production world, so much happens in one minute. Not showing up on time may result in missing out on important updates.

FLEXIBILITY:

In any service there can be multiple changes, be prepared for those changes by thinking outside the box and accommodating those changes as they come. In everything we do we give our all, go above and beyond what is expected. We are to be prepared, be one step ahead and be ready to execute.

ROLES AND RESPONSIBILITIES

SERVICE POSITION DESCRIPTIONS:

FOH ENGINEER (FRONT OF HOUSE):

The FOH Engineer is the head engineer and is in charge of all audio during a service. While there are other positions in place to ensure a smooth service flow, the FOH Engineer is able to speak into any area he/she choses in regards to audio. He/she is directly responsible for the house mix for a given service, as well as mixing the IEM’s for the worship team. The FOH Engineer should be well acquainted with all service items before the day of an event and should know the worship songs and/or specials like he/she is a band member. He/she should have at least a basic understanding of sound engineer and be familiar with basic signal flow, frequency, amplitude, gain staging, compression, gating, EQing, aux sends, routing, etc. In addition, the FOH Engineer should have a basic understanding of music including the areas of rhythm, melody,



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harmony, vocal parts, etc. He/she should be good at working under pressure and able to stay one step ahead during a service and with the help of the FOH Assist, execute transitions seamlessly. He/she should also be able to speak directly and respectfully with other team members and the Worship team. All FOH Engineers must be approved by Jon Wygant and/or Oliver Marroquin.

FOH ASSISTANT (FRONT OF HOUSE):

The FOH is the communication facilitator for the FOH engineer and all FOH communication regarding audio. It is the assist's main responsibility to make sure the FOH engineer is ready for what's coming next in the service flow. The primary responsibility of this role is to ensure that all mics are unmuted and muted at the right time. In addition, the FOH assist should inform the FOH engineer of all upcoming events in a service including, song change, song leader, video, additional MC coming on stage, etc. At VOUS Church, we have many people going on and off stage throughout a 1 hour and 20 min service. The FOH engineer is coordinating over 50 channels of audio simultaneously so will not be the best person to be aware of who is coming on and off stage at any given moment. It is thus the main responsibility of the FOH assist to communicate this. It is essential that the assist gives cues to the FOH engineer in a timely manner, not too soon or too late before the event. The FOH assist is also the liaison between the producer (sitting beside FOH assist) to the FOH engineer. All communication from producer should be given to the assist and the assist can pass it along to the FOH engineer at the right time and in the right manner. The FOH assist needs to filter communication and tell the FOH engineer only what is important to know right now.

STAGE TECH:

The Stage Tech is the main representative and executor for anything taking place on or with the stage. He/she is the facilitator for the band, vocalists, and speakers. He/She is

ROLES AND RESPONSIBILITIES

responsible for organizing and operating all audio gear on stage including, RF systems and wireless mics, IEM RF units and packs, stage cable runs and connections, mics and their placement on instruments, etc. The Stage Tech and his/her assists, are directly responsible for making sure all wireless mics are operational, labelled, have fresh batteries, and are handed out to the correct person. He/she is also responsible for coordinating with FOH to check all Pastor mics and anything else the FOH engineer requests. All Stage Techs and Stage Tech Assists are **REQUIRED** to wear all black since they will often need to enter the stage to fix any problems that occur during a service, rehearsal, or run through. To communicate with FOH during a service, Stage Techs will relay messages to Backstage Manager and receive communication the same way.



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STAGE TECH ASSISTANT:

The Stage Tech Assistants are responsible for aiding the Stage Tech with any of their responsibilities or duties. Stage Tech Assists should work to understand the Stage Tech role so they can be one step ahead in lending a hand with any of their responsibilities. Many of the Stage Tech's responsibilities will need to happen simultaneously, leaving the Stage Tech Assists to cover many of these areas. All Stage Techs and Stage Tech Assists are REQUIRED to wear all black since they will often need to enter the stage to fix any problems that occur during a service, rehearsal, or run through.

GROWTH TRACK ENGINEER:

Responsible for setting up and running our Growth Track sound system for the duration of the Growth Track Service.

AUDIO EDITOR:

Edits and Masters all audio for YouTube video, Podcast, and any post-production needs. Role requires someone with a laptop and a DAW who has previous editing experience.

SHADOW:

Someone who is brand new to the team and is sticking by an audio team member. (Minimum 2 times as shadow and graduate from Growth Track before stepping into another position).

Our main responsibility is to work directly with the Worship Team and other Production Teams which include the following:

PRE-SERVICE PREPARATION:

- Assist with load-in by helping unload all sound equipment.

ROLES AND RESPONSIBILITIES

- Prior to setting up stage, make sure all stage areas are clear for placement.
- Analyzed preliminary Stage Plot for Equipment Location. Plot location is important as this area needs to have available sources on stage for sound and instruments. A comprehensive checklist will be provided for your area of setup.
- Begin the unpacking process of the equipment and stored away racks cases in a spot that is not cluttering the stage.
- FOH speakers and subwoofer setup.
- Mixer setup and channel assignment.
- Cable patching according to input list. Instrument patching to sub snakes.



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- In ear band monitors patching (Auxes) and assignment (Check Stage Plot)
- Wireless Mics frequency scan and set up and in-ear wireless monitors scan and setup.
- Basic stage plot setup and layout of instruments.
- Setup media (video) channel playback.
- Setup media booth listening station feed
- Line channel check
- Sound Check With Band (EQ Instruments and Vocals Mics)
- Pastor/Speaker Mic check.

MID-SERVICE DUTIES:

- Mix Audio For gathering, event, etc. (FOH)
- Ensure monitors Mix is pleasant and proper for vocals and musicians during worship set (Monitors)
- Follow service agenda and worship set for songs and mic assignments.
- Follow Cues For Video and Media Audio
- Ensure correct mic. audio level during Pastor/Speaker message. (FOH & Monitors).

POST-SERVICE DUTIES:

- Tear down following Load Out checklists.

SUNDAY FLOW



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GUIDELINES

DRESS CODE

Comfortable, casual, appropriate

DO'S & DON'TS

- Do be on time.
- Do be engaged with everyone walking through the doors.
- Do communicate with Team Leads and/or Service Leads if you will be absent or late.
- Don't be distracted by being on a cell phone or having unnecessary conversations.

WORKING WITH OTHERS



As with most audio teams, we receive an abundance of feedback and criticism of our work. It is of vital importance that we handle this feedback in a respectful way and that we are always conscious of how we handle ourselves.

- Feedback from Creative leaders - When leaders such as the Creative Director, or one of our Pastors request a change in the mix, we don't come up with excuses or try to correct their suggestion. We are honest about our abilities and we do whatever we can to accommodate their request.
- Feedback from other team members (i.e. worship team)- On the audio team, it is our responsibility to listen to the whole mix and consider every part, so we often can't adhere to all feedback given. However, when someone gives us a suggestion for the main mix, we don't dismiss them. We thank them for their feedback we politely tell them that we will take it into consideration. If someone will not relent and is becoming a distraction, please bring the situation to Jon Wygant or Oliver Marroquin to facilitate the issue.

WORKING WITH EACH OTHER:

We do our best to not flare our egos and show off our skills. We don't engage in one-upmanship. We do our best to turn every opportunity into a learning experience and we pour into each other. When someone doesn't know as much as we do, we patiently teach them. When we don't know as much as someone else, we try to learn from them. We want to empower one another to be the best we can be for Jesus.

This team isn't about our skills, our talent, or even our love for the job. These things are simply a byproduct of what we do. This team is about Jesus, and bringing His good news to all we can.



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