

Playbook – 2018 iTech

# Stage



# Welcome to the Stage Team!

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



## Team Leaders

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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

## VOUS Mission

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



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# 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

## 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."*



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## 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.

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## 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
  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



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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

## 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.



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## SUNDAY CALL TIMES

10 AM CALL TIME: 7:00AM

12:15 PM CALL TIME: 8:00AM

6:00 PM CALL TIME: 3:30PM

## 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

### SERVICE PRODUCERS:

The role of the Service Producer is to manage all service elements from beginning to end. This role communicates with all areas of production including sound, lights, and screens. This person is always thinking about and leading their team through the next transition. They have a full understanding of the service details and is heavily involved in creating the online Planning Center agenda. This person also connects with platform speakers and pastors prior to the service in order to communicate specific times and transitions.



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## **FLOOR MANAGER:**

The role of the Floor Manager is to be the direct support on the floor for the Pastor and/or speaker. You are to be mindful of the big picture and the overall flow of the service so that all movements on the platform are smooth transitions. Your position allows you to have direct eyes on the service as you sit front row. We also closely monitor the accuracy of the confidence monitors and what is being displayed for each transition within service. This role also prepares and preps the speaker baskets that are located in the first row. This person is always in position to take or hand the pastor any necessary items (i.e. water bottle, props, Bible and Connect Card).

## **STAGE MANAGER:**

The role of stage manager is to set the stage with all stage props and materials needed for the service. Backstage support performs most of their work during transitions and before the next service element starts. Stage managers also manage all microphones and meet each speaker behind stage prior to their presentation. It is important that the stage manager communicates that the mics are NEVER turned off. They remain on throughout the day. One of the main responsibilities that stage managers hold is placing all props (i.e. announcement tables, pulpits, TV stands, etc.) on stage during specific transitions. They also help maintain the cleanliness of the stage clearing any large obstacles or trash.

# **ROLES AND RESPONSIBILITIES**

## **SERVICE PRODUCERS PRE-SERVICE PREPARATION:**

- Coordination of the service begins pre-service with preparing a Planning Center Service agenda for the service. Service producer works directly with the Worship Team Lead and Service Pastors to fill in service line items.-
- A service producer are responsible for schedule the team on CCB.
- Follow-up with scheduled servant leaders that have not yet confirmed/RSVP's on CBB.
- Check-in with Sound, Lights, TV and Screens to see if they have everything they need when you arrive onsite. Also, distribute the Planning Center agendas to each team.



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- Confirm that scheduled servant leaders are on time and ready for service. Also, meet with team prior to service to run through agenda.
- Conduct service Run Through:

### **SERVICE PRODUCERS RUN THROUGH:**

- All necessary teams are to gather in the auditorium (i.e. Worship Team, Operation Leads, Hosting team, etc.) to review the line-by-line details of the service. At this time the service producer reads the service agenda from Planning Center. Focusing on all times, transitions, and screen elements related to the transitions.

### **SERVICE PRODUCERS FULL RUN THROUGH:**

- A full run through includes the following teams: Production, Worship and Operation Leads. This is a full “LIVE” run through of the service. Service Producer ensures all slides are viewable, audio/video run properly and that we have all transitions practiced, including placement of speaker table by backstage support team.
- The Worship Team performs segments (beginning/endings) of all songs and transition music. The full run through should take an average of 25 minutes total.

### **SERVICE PRODUCERS PLATFORM HUDDLE:**

- The worship team and the production team meet 20 minutes before
- Give backstage support and floor managers proper cues for service elements and transitions.
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## **ROLES AND RESPONSIBILITIES**

- Be aware of all things within service, there may be some unexpected things that happen or change throughout service that may require you to act and redirect team.

### **SERVICE PRODUCERS POST-SERVICE DUTIES:**

- Check in with team on any edits or feedback. Connect with Sound, Lights, TV and Screens team to see if any edits need to be made before the next service.

### **FLOOR MANAGER PRE-SERVICE PREPARATION:**

- Be familiar with the Planning Center Service Agenda prior to service.
- Have a full understanding of the times for each transition.
- Place both guest/speaker baskets under the first row. Make sure all baskets are fully stocked.
- Gather extra handout materials, connect card, bible, etc. Anything that the speaker will call to while he/she is on stage.

### **FLOOR MANAGER MID-SERVICE DUTIES:**



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- Monitor each speaker and pastor prior to each of their speaking roles. Be sure they are headed backstage in ample time. Always be ready to give them notice of when they need to head backstage.
- Communicate any service feedback of the Pastor/Speaker to the team (via group message).
- Provide basic conveniences (i.e. water, pen, etc.) for the Service Pastors and worship leaders. TIP: Have offering envelope or service cards available in case the Pastor/Speaker asks for it. They will also be placed on the speaker table as well.

### **FLOOR MANAGER POST-SERVICE DUTIES:**

- Provide Service Producer any feedback from the service.
- Package both baskets and place back into production bin for storage.
- As you collect Praise & Prayer cards from the front row, be sure to walk them back stage for the next service.

### **STAGE MANAGER PRE-SERVICE:**

- Confirm that the Planning Center agenda is up to date with Service Producer.
- Be familiar with the Service Agenda prior to service. Know the proper times that stage elements should be placed or removed.

## **ROLES AND RESPONSIBILITIES**

- Work with sound team prior to service to gather all microphones needed for speakers during service. Place microphones on mic table and have them labeled.
- Setup the stage environment - make sure all helpful lights are on, backstage speaker is on, garbage is cleared, floor is clear of any tripping hazards.
- Ensure all props and speaker table are collected and in position prior to the service. Prop examples include: water bottle, offering envelope, connect card, other services cards, hand towel, etc. TIP: Each speaker table has a cloth/cover. Remove that cloth and tool and place in a safe spot for storage until after service. Do not lose that cover.
- Determine in advance who will be managing which prop or responsibility. Map out the route you will be taking to place stage elements on stage. Make sure it is free of cords or any tripping hazards. Use colored tape to help placement.

### **STAGE MANAGER MID-SERVICE DUTIES:**

- Always be aware and ready! Have planning center agenda nearby at all times so you know the next speaker.
- Place and remove props, stools, pulpit and Pastor/Speaker needs (i.e. water, Bible, etc.) during the transition times.
- Meet each speaker prior to transition backstage so you can hand off their microphone.



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- Be professional - during service remain from having backstage conversations or spending time on your phone.

### **STAGE MANAGER POST-SERVICE DUTIES:**

- Place table cloth cover over speaker table.
- Ensure all microphones are accounted for and in mic cart.
- Praise & Prayer cards are in mic cart.
- Organize and tidy the backstage area and mic cart.

## **SUNDAY FLOW**

### **SUNDAY SERVICE 10:00AM:**

- **7:00AM:** Call Time / Team Huddle (going through the PCO + task assignment)
- **8:00AM:** Full Production Rehearsal
- **9:00AM:** Service Run Through for all Sunday
- **9:25AM:** Team Rally
- **9:40AM:** Platform Huddle in green room.
- **10:00AM:** Service Starts
- **11:15AM:** Service Ends
- **11:20AM:** Team meets on stage for feedback

### **SUNDAY SERVICE 12:15PM:**

- **8:00AM:** Call Time / Full Production Rehearsal
  - Positions required: Producer, Floor Manager, Backstage Leader
  - 8:00 a.m. call time also required for new servant leaders that have served fewer than four times on the stage team.
- **9:00AM:** Service Run Through for the morning services.
- **9:25AM:** Team Rally
- **11:20AM:** Call Time for Stage Managers (Going through the PCO & task assignments)



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- **11:55AM:** Platform Huddle in green room.
- **12:15PM:** Service Starts
- **1:30PM:** Service Ends
- **1:35PM:** Team meets on stage for feedback

## **SUNDAY SERVICE 6:00PM:**

- **3:30PM:** Call Time / Team Huddle (going through the PCO + task assignment)
- **4:00PM:** Full Production Rehearsal
- **5:00PM:** Service Run Through

## **SUNDAY FLOW**

- **5:25PM:** Team Rally in main auditorium
- **5:40PM:** Platform Huddle in green room.
- **5:40PM:** Doors Open
- **6:00PM:** Service Starts
- **7:15PM:** Service Ends
- **7:15PM:** Load Out Begins



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## GUIDELINES

### ATTIRE:

All production members are to wear comfortable and appropriate attire for service/event days. **Stage Managers specifically are required to wear all black clothing. 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. Producers and Floor managers are not required to wear black, however please wear clothing that is appropriate. Do not wear dresses/skirts and stick to pants and shirts that provide maximum coverage.

### PLANNING CENTER ONLINE:

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 and edit agenda items. Also, since PCO is a workable agenda and has the potential to be updated at the last minute, please download the "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.

### COMMUNICATION:

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

### PUNCTUALITY:



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We are to be on time and value time. We are all required to be on time for call time, we suggest arriving 5 minutes prior to your call 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.



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