



mediat**ech**

video team member guide

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TEAM VISION

To build a community of believers who use audio, video and lighting technology to enhance the worship experience and help create a high-quality, distraction-free environment that supports the mission and vision of the Breeze Church.

TEAM ROLE

You are a Worship Leader! We use technology to enhance the power of the worship service and the message. Our role is crucial in helping create an atmosphere where people can experience the presence of God.

Preparing the elements. We serve to create a unified worship experience through technical elements. In placing camera shots, lower third scripture(s), song lyrics on the screens, or even in changing the atmosphere with lighting, we enable guests to encounter and grow with God.

Creating the environment. We have the honor of enhancing the Spirit-filled environment of worship in our Church through sound, lighting, and video. We are charged to protect this environment, keeping it distraction-free, while maintaining a spirit of excellence and authenticity.

TEAM CORE VALUES

1. **Relationships:** (*Philippians 2:4 GNT*) *Look out for one another's interests, not just for your own.* We will always nurture relationships with our teams, steward their time and talents, and empower them to mature in the gifting with which they have been blessed by God.
2. **Order:** (*1 Corinthians 14:33 NIV*) *God is not a God of disorder, but a God of peace.* We have implemented systems of reliability, consistency, and communication that allow us to embody a spirit of order in all we do.
3. **Flexibility:** (*Proverbs 17:27 MSG*) *... an understanding person remains calm.* We understand that things can and will change in a live environment, and we will adapt to those changes with open-mindedness, calmness and professionalism.
4. **Innovation:** (*Proverbs 18:15 NLT*) *Intelligent people are always ready to learn.* Their ears are open for knowledge. We will constantly strive to seek out new technology, enact creative techniques, and develop efficient systems and processes that will allow us to fulfill our mission more effectively.
5. **Excellence:** (*Genesis 1:31 NIV*) *God saw all that He had made, and it was very good.* We realize that perfection is impossible, but we will always work to nurture an atmosphere of excellence, while still providing the grace necessary to make mistakes and learn from them.

TEAM RESPONSIBILITIES

Commit to the training process. Because of the technical and artistic nature of what we do, training sessions are customized by position. Some people may advance through the training process faster than others.

Check your email. All of our scheduling is done through email via Planning Center. Please make sure you regularly check your email and respond to requests promptly. Remember to block out dates ahead of time in Planning Center App or Online, then you will not have to decline, and you'll really help your team leader! Communication is crucial for building community and carrying out effective ministry, so please let your Team Leader know your availability to serve.

Arrive on time. Each position has a specific call time for each service. It is crucial that you arrive promptly, so you have time to prepare for your position before the service begins. **The entire video team meets in the production room 15 minutes before each service for a quick pre-service briefing and prayer.**

Prepare in Prayer. Prayer is the best way to prepare for your day and serve. Pray to have the heart and eyes of God for people when you serve. Ask God to move in a special way – to personally touch hearts and heal wounds and bring His lost children home. Pray for the specific, personal moment of intimacy with Jesus that would forever change their lives.

Dress in a manner that would honor Christ. What we wear can sometimes speak louder than what we say. Be mindful to not dress in a manner that would distract others or cause them to stumble. For production, we ask that you avoid bright colored clothing to keep your movements subtle.

Serve with heart, commitment, and excellence. We want you serving in your gifts and passions; in ministry that is an overflow of love and enjoyable to you. If this ministry team is not fulfilling your purpose and you would like to investigate a different ministry team, do not hesitate to let your Team Leader know. This is why we are here - to walk through life with you!

Have fun! Though we must always maintain focus on the service flow so that we do not miss our cues, we continually strive to have fun with everything we do! Your energy and joy is contagious; that is why you are a part of the MediaTech Team!

Express your joy. You have just served the Risen King and His Church! *“This service that you perform is not only supplying the needs of God’s people but is also overflowing in many expressions of thanks to God.” (2 Corinthians 9:12)*

TEAM POSITIONS

Video Director

Directs the broadcast and video elements of the service, working with other team members to present a consistent style and message in video broadcast throughout the facility and online.

You might like serving here if you:

- Can see the big picture while managing many details.
- Enjoy encouraging others to maximize their ministry gifts and improve their skills.

Responsibilities:

- Lead video team and oversee broadcast and recording of services
- Prepare plan for direction of video during service
- Dictate all camera direction, graphics, and video playback
- Review video to improve for the next service (when appropriate)

Production Assistant (PA)

Assists the Producer and Director in monitoring the flow of service; coordinates communication between Producers and Directors for all aspects of the service.

You might like serving here if you:

- Are detail- and task-oriented.
- Maintain a big picture mentality.

Responsibilities:

- Communicate all aspects of the service to Video Director and Producer.
- Liaison between Video and Audio.
- Keep track of any changes or adjustments from House.

Technical Director (TD)

Operates the video switcher and maintains the video flow of service.

You might like serving here if you:

- Like pushing buttons and can easily multitask.
- Enjoy things being visually appealing.

Responsibilities:

- Execute commands given by Video Director.
- Be aware of upcoming elements and possible changes of direction.

ProPresenter

Operates ProPresenter software which displays lyrics and graphics on-screen.

You might like serving here if you:

- Pay special attention to detail and timing.
- Can listen to one voice in the sea of many.

Responsibilities:

- Lead congregation and online viewers with lyrics during worship.
- Enhance video experience with appropriate lower thirds and informational graphics.
- Roll videos during service (when necessary).
- Lead congregation with sermon notes during sermon.

Camera

Operates the cameras by capturing stage-wide to close-up shots of worship, by controlling and monitoring focus, shot composition and movement.

You might like serving here if you:

- Take delight in combining creativity with technical skills
- Have a knack for paying attention to detail
- Enjoy working with cameras to creatively frame and capture action
- Enjoy making quick adjustments while multitasking

Responsibilities:

- Execute commands given by Video Director.
- Be ready and always looking for appropriate camera shots.

Lighting

Operates the lighting console; Prepares and operates the lighting equipment used to light both the stage and the auditorium; Responsible for the creation / formation of the lighting design and cues for any given service.

You might like serving here if you:

- Enjoy creating atmosphere.
- Can focus attention on illuminating properly.

Responsibilities:

- Operate lighting board for worship services
- Give commands to spotlight operators (when spotlights present)

Video Engineer (VE)

Manually control the camera light level to balance skin tones for worship leaders, pastors, etc. on stage.

You might like serving here if you:

- Pay special attention to micro detail and timing (quick decisions).
- Enjoy making everyone skin tone looks natural on screen.

Responsibilities:

- Anticipate lighting changes.
- Monitor CCU's for both Sony and Marshall cameras and adjust camera controls as necessary.

CHECKLISTS/CALL TIMES

Checklists for each position are available at MT.FaithNFM.info.

Sunday, First Service

Worship & Media Team Meeting :: 7:15 am

Technical Director :: 8:10 am

Lighting :: 8:10 am

ProPresenter Operator :: 8:00 am

Camera Operators :: 8:45 am (at camera :: 8:55 am)

Moderator :: 8:50 am (stream begins at 8:55 am)

Production Run-Through :: 8:15 am

Video Team Meeting :: 8:45 am

Video Team Meeting :: 10:45 am

Camera operators at camera :: 10:55 am

Photographer :: 10:45 am

Moderator :: 10:50 am (stream begins at 10:55 am)

Wednesday

Video Director :: 5:45 pm

ProPresenter Operator :: 6:15 pm

Lighting :: 6:25 pm

Technical Director :: 6:40 pm

Cameras :: 6:45 pm (at camera :: 6:55 pm)

Moderator :: 6:50 pm (stream begins at 6:55 pm)

Video Team Meeting :: 6:45 pm