TEAM POLICY

*This document may be requested on demand and found online at team members’ section of church website.*

# Section I: Attendance

At any given service, there are several stations that have to be staffed for normal operation. Though there can be overlap, where a technician operates two stations, this is not an ideal situation and therefore should be avoided when possible. Each station works together in a chain to carry out the overall mission – think about how each part of your body works together for everyday functions. We are a body and whenever a part of the body is unable to function, the entire body suffers. It is important that when you are scheduled that you commit to attending. For the exception of an illness or emergency, all absences should be noted when initial scheduling is taking place. Once the schedule is made, please, at all costs, make sure that you are where you have volunteered to serve and help us keep the body functioning. In the event of an illness or emergency, please let ministry leadership know as soon as possible so your station can be filled accordingly. When you are scheduled to serve, you must be at your station a minimum of 15 minutes before the start of the service.

# Section II: Scheduling

Team volunteer schedules are created in monthly intervals and made available prior to the end of the current month.

1. Schedules will be distributed to each team member via email, text, Facebook group or hardcopy. Schedules are also available to view 24/7 on the Productions Team Member Section of the church website and are posted in sanctuary tech booths. *If you are having issues receiving schedules, please inform team leadership.*
2. Volunteers should make all scheduling requests prior to receiving a new monthly schedule. Attempts will be made to grant requests made after a schedule has been posted but are not guaranteed. To insure we meet your scheduling need, please let us know at least 2 weeks before a new monthly schedule.
	1. Volunteers may notify of scheduling requests by using the form located on the member’s section of the church website, or by contacting team leadership via email or phone.
	2. In the event that there is an unforeseen circumstance that causes you to miss a scheduled service, please notify team leadership ASAP so schedule can be revised in a timely fashion.

# Section III: Dress Code

As a ministry of the church it is important to dress appropriately in order to not be a distraction to those in attendance as well as fellow team members.

1. Men – No shorts, sleeveless tops, camouflage or inappropriate for church clothing will be permitted.
2. Ladies – No shorts, short dresses/skirts or inappropriate for church clothing will be permitted.
3. Team shirts will be required for various services. All team members will be notified through the team schedule as to what service dates team shirts are required. If you haven’t been provided the requested shirt, please let team leadership know so one can be provided to you.

# Section IV: Booth Occupancy

During any given service, only scheduled technicians, trainees and immediate family members (no more than 2) are allowed in technical areas (booths & production room). No one else shall be granted access to technical areas during a service unless authorized by team leadership.

# Section V: Personal Electronic Devices

Use of cell phones, tablets and other electronic devices for personal use (texting, surfing internet, gaming) is not permitted in the booth. When you are on duty you are expected to give your full attention to the service and your task at hand. Please turn all devices to silent when on duty. You may keep your phone in view for emergency purposes. Offenders will be asked to secure their device. Continual failures to comply will result in offender being temporarily suspended from service.

# Section VI: Service Procedures

All technicians shall be at their station a minimum of **10** minutes **(15 minutes preferably)** before the service starts to prepare. Tech sheets and notes shall be reviewed prior to the service! Any discrepancies found shall be corrected. If you are unable to fix the issue or have questions, team leadership should be notified immediately.

1. Audio technician shall be fully prepped on microphone and instrument arrangements, digital tracks to be used, monitor setup and all cues to watch for during the service. When applicable, rehearsals and sound checks shall be attended.
2. Camera technicians should be aware of what shots will be used during the service and be ready to work with video switcher technician to capture all active portions of the service. Cameras should be dialed in and ready for service, i.e. iris, colors, focus, PTZ operation, etc.
3. Video switcher technician shall be aware of what shots will be used during the service and be ready to work with camera technicians to program and execute appropriate shots. Cooperation is required with projection technician to coordinate on screen graphics & lyrics.
4. Projection technician shall carefully examine tech sheets to ensure playlist is current and accurate. Songs and sermons shall be added in advance of the service and ready to display as the service starts. Any errors found shall be corrected. Further assistance shall be requested of leadership.
5. Lighting technician shall verify lighting system is operational and the correct playlist is active with tech sheet and/or notes. When applicable, lighting technician shall coordinate with projection technician to ensure synchronization is smooth and not distractive.

# Section VII: Yearly Team Meetings

Mountain View Productions will operate in 6-month terms with 2 meetings each year. Meetings will be held in January and July or August and will require all active volunteers to attend and participate in discussions regarding new and ongoing topics related to our ministry. Meeting dates and location will be presented to team members in advance and may be changed if the date conflicts with team majority. Attendance to meetings is very important for the growth and accountability of the team and is mandatory for all team members.

# Section VIII: Volunteer Spotlight

Each year, team leadership will select one volunteer to be recognized and rewarded during the January team meeting for exceptional service during the previous year. The following criteria will be used:

 Any of the following combinations can be used in the deciding process.

1. Member goes above and beyond required expectations in learning and improving the operation of a or multiple stations.
2. Member exhibits supreme faithfulness through attendance and participates in extra events in addition to regular services.
3. Member exhibits excellent teamwork with other members and team leadership.
4. Member goes beyond their normal tasks to aid team leadership or performs a special service beneficial to the team.

# Section IX: Team Training

Volunteers shall be trained to operate various equipment in order to carry out the functions of the Productions Ministry. Training may involve:

* Shadowing experienced technicians during live services
* Group training classes
* Web based training videos

Training classes will be offered at various times throughout the year as time permits. Any volunteer wanting additional training may make their request known to team leadership.