



TECH TEAM

Ministry Handbook

A MESSAGE FROM *our pastors*



Hello Wellspring Tech Team!

Thank you for being a part of such an integral serve team here at Wellspring. Every Sunday, or Event, you have a great opportunity to serve God by serving others with your passions, kindness, talents and testimony.

When you come prepared to worship God through creating a distraction free and spirit-led environment- you are leading the way and helping people encounter God and make a change in their life.

Leading others in this way is not only an honor but a great responsibility. Thank you for giving it your all and for realizing that every Sunday is **SOMEONE'S SUNDAY** where they accept Jesus as their Lord and Savior.

As you help to create purposeful environments and interactions here at Wellspring, you are greatly impacting the Kingdom.

Thank you and God bless you,

Pastor Joey + April Adkins

WELCOME

Welcome to the Wellspring Tech Team! You are now part of a team that is passionate about providing distraction-free, spirit-lead worship experiences for our congregation. We're so glad you are here.





WHY WE EXIST

To lead people to become fully engaged followers of Jesus!

OUR PURPOSE

To create an environment that allows our congregation to experience a distraction-free worship experience and be engaged during the message.

TECH TEAM

Cultural Values

BE COMMITTED

We aim to do **everything as unto the Lord** (Colossians 3:23); from our private time of worship and preparation to serving with our team. When we're scheduled for a service, we weigh the time it will require and either accept or decline. We trust that **our level of commitment has a real impact** on our teams and how we minister to the Church.

BE A REGULAR ATTENDER

Each member of the team is expected to attend services regularly when they are not scheduled to serve. We want you to stay connected to what God is doing in our church family.



SERVING POSITIONS

- FOH Audio Engineer
- Broadcast Audio Engineer
- Producer
- CG Operator
- Lighting Operator
- Video Director
- Fixed Camera Operator
- Roaming Camera Operator
- Stage Manager

TRAINING

Each position on the production team requires a different set of skills and have different time commitments required to learning them. We also know that everyone learns at different rates, so our training philosophy is this: We will commit to providing you with the resources and time you need to become proficient in your role, and we ask that you commit the time and attention that you need to in order to become an effective member of our team.

EQUIPMENT

As a member of the tech team, you're working with and around expensive high-end equipment regularly. We require that you treat our equipment with respect and be careful. Drinks need to have lids, and food should not be eaten over any equipment. We understand that things break from time to time, but we can keep our gear working by handling it respectfully.

PLANNING CENTER ONLINE

We use PCO as our online hub for all service details, scheduling, and resources. **Team members receive requests for services via email or the mobile app, and they can choose to accept or decline** – we ask that you respond within 7 days of receiving the request so we can either count on you or replace your spot with someone who is available.

ACCEPTING

When **ACCEPTING** a request, you have considered the date, rehearsal times and amount of preparation required for the service and are confirming you would like to serve.

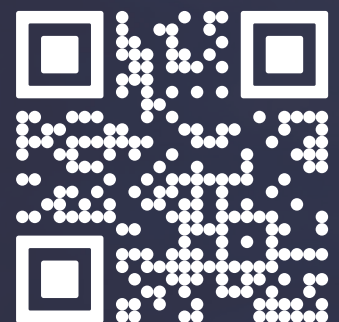
DECLINING

When **DECLINING** a request, we just ask that you let us know the reason. Need that weekend off to rest? Have a scheduling conflict or vacation planned? Your Director wants to know what's going on in your life and how they can celebrate or support you.

BLOCKOUT

The **BLOCKOUT** feature is a great way to let us know ahead of time when you know you won't be available. Vacations, events, and even pre-planned rest are perfect reasons to blockout.

SCAN HERE TO VIEW OUR PLANNING CENTER TUTORIAL





SCHEDULING

Using Planning Center Services, our team will request that you block out dates you are not available in the upcoming month. Following that, we will schedule our teams and send an email to each serve team member requesting them to serve. Once you receive a request, please respond in a timely manner. If you are unable to serve, simply click decline so that we are aware and can fill that position. ***When you are scheduled, you are expected to participate in the following schedule:***

- **PRODUCER & FOH AUDIO ENGINEER**
Once per month | 7:00am -12:30pm
- **BROADCAST AUDIO ENGINEER**
Once per month | 8:15am-12:30pm
- **OTHER POSITIONS**
Once per month | 7:00am-12:30pm



DRESS CODE

As members of the tech team, our role is in the background and we should do our best to not stand out from the crowd. Team members should dress modestly in black/dark clothing, avoiding any non-Wellspring graphics.

PARKING

When you arrive on your scheduled Sunday morning, please park in the overflow parking on the side of the building that is near the Sports Fields.



TECH TEAM