

PRODUCER



Producer

Your role serves one primary function: to build/develop/nurture the series design team and to lead the entire creative process.

Team Launch:

At the **TEAMLAUNCH**, Dan will run the meeting and will essentially share the vision of the series. This will include reading from Scripture, watching video clips, listening to a song, and praying. It is NOT a brainstorm but a download.

At the LAUNCH is a good time to establish together your brainstorm date(s). You may want to have a few times/locations set in your mind that you give as options (make sure it works for you and your schedule).

The Brainstorm is a time that should be fun, set in a relaxed atmosphere and should of course be led with a spirit of "all ideas are good".

Here's a few brief tips:

Warm-Up: Create some "relational mixer" to help team members get comfortable and talking. Even just a simple "Go around and share your name, hobby, and how long you've been coming around hcc..." is fine.

Set the Rules:

All Ideas are good ideas. Emphasize "TRUST" and "RESPECT" of each other's comments

The goal of the brainstorm is NOT to "land" on an idea, but to generate as many quality ideas as possible.

Encourage freedom from "What will Dan think/want?" Think, instead, "What will the Blue Seater think/want?"

Prayer

Review: review the Scripture texts, the stated series goals, and any existing program ideas.

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Team Pitch:

The TEAMPITCH is for you, your graphics person, Dan, Kevin, Jenae, and Steve Fisher to meet and discuss the ideas.

Here's what we're looking for:

Your ideas for how to give the series a "packaged feel"

The top ideas for each service

How you plan to meet the goals given by Dan at the LAUNCH.

@ the TEAMPITCH, we generally will come to a consensus on all the program elements in the series and for each service. There may be an occasion, where Dan asks for the team to brainstorm more.

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Team GO:

TEAMGO: Once there is a consensus @ the PITCH, it's "go time". We're finding that a second meeting is necessary to keep the creative juices flowing, to continue team momentum, and make sure that everyone is on the same page. This will be a time to update your team on what was decided, jump into any necessary brainstorming, get clear about who's doing what, and the deadlines for meeting them.

Beyond that meeting, it is your job to make sure that (a) everyone is on task and target and that (b) the whole team has been communicated to as things shift and change. (I.E. The Busybody Team designed their own blog for continual brainstorming and updates – very cool!).

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Team Check In:

The Team CHECK-IN is always on the Saturday morning before the Sunday launch of the series. It's from 10:30 AM to 12:00 and we meet on the stage. The purpose is primarily to pray, review goals & roles, how the service will be measured (from our brochure), walk through any program elements, and to lend in necessary "person power" to setting up the environment.

As producer, it will be your job to get everyone there. Dan will lead the time but hand it off to you to discuss the logistics. This will be the time to coordinate and consult with Jenaë, your service director, and "loop her in" as to all logistics of the series and the service.

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READY SET GO:

Sunday CALL TIME: On each morning of the service, we will rally at 6:45 AM for prayer and final check-in. This is before everyone starts their tasks. Jenae will lead this time. Please remind your team to park their cars in the Shuttle parking lot and arrive right at 6:45. We pray without delay.

In general, we ask that every team member is present for at least one of the services. And that they are there for Circle-Up at 6:45, in the greenroom before the service begins and also in-between services (@10:45 AM). If possible, we'd like for them to be a part of both services so that they can pray and be available for extra assistance. We only ask for your whole team to be there the first Sunday of the beginning of the series- we leave the subsequent weeks to your discretion.

For example, the Confession Booth Team was responsible for collecting and distributing all the confessional cards before and after each service. They were also tasked with tallying them as well.

TEAMPLAY: Producing behind the scenes:

Your job is to be the "free" eyes and ears for the entire service.

It is recommended that, for first-timers, you shadow Jenae for at least two different services .

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what to expect



series design team



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TEAM Thank

Lastly, the TeamTHANK is generally on the last Sunday after the service. It is immediately after the service. We take care of the food and such. The primary goal of the time will be to celebrate what God did, share stories of how He worked, and to thank everyone for all their work. There will be a short time of asking "What worked and what didn't?"

GENERAL EXPECTATIONS:

Your serving begins at the SHUTTLE LOT!

We start every service 1-3 minutes before.

Dan does a full walkthrough with the powerpoint operator in the tech booth at 8:15. He/she must have all music slides done beforehand.

Service Length: 1 hour is ideal...1:15 is okay...1:20 is too much.

IN-BETWEEN SERVICES: @ 10:30 - "check-in" with Kevin, Rod, Jenae, and Dan to discuss what worked and what needs tweaking. We meet just outside the greenroom in the south end, backstage.

Dan tries to "regroup" in-between each service in a room backstage. It's a little 20 minute down-time for him to pray, reflect, etc.

Greenroom: either Kevin, or Jenae will lead the "Circle-Up" times and ask you to tag on any necessary logistical stuff. From launch to "Check-in" – Jenae will be your primary contact person for all continuing brainstorming and service decisions.

Week-of: Jenae is your primary "execution" contact.

Make sure that all logo and copy are given to Jenae and Jen at least 1-2 weeks out so that (a) the Powerpoint Slide can be ready for our Sunday promos (b) It can all be posted on the WEB no later than the Wednesday before.

Please keep all your receipts for ANY expenses that you and your team might accrue.