

BETHLEHEM CHURCH
PRODUCTION



INTRO PACKET

OUR VISION

To move people closer to Jesus through the use of technology.

OUR MISSION

We endure so others can experience.

We leverage people and technology to lead others to new life in Christ.



CORE VALUES & EXPECTATIONS

VALUES

- Every Weekend Matters: We don't let off on our quality
- Responsibility: Ownership mindset
- Sacrifice for others
- Consistency over 'flash in the pan'
- Humility, not entitlement
- R.E.A.D.Y.
 - Rested (Prioritizing service by getting a good night's sleep)
 - Educated (Knowing your role for that day)
 - Alert (Paying attention to direction and environment)
 - Dressed for the role (Physically and Spiritually)
 - Yearning (Having a desire to grow and be coached, because technology changes every six months!)

EXPECTATIONS

Serving on the team is a privilege and an honor. You play a special role on this team. Keeping the heart and mindset of a servant is a vital part of truly serving the Lord in what He is doing in the local and global church. First and foremost, you are a passionate worshiper and strive to uphold the message of Bethlehem Church.

Part of having a servant's heart is being willing to receive feedback. It's our desire to see you grow in your craft and in your walk with the Lord. We have appointed leaders within campuses to help you do just that. The privilege of being on this team comes with a willingness to receive input and feedback.

Being servant-hearted also means laying aside personal agendas and being open to new possibilities, such as being used in ways you may not have imagined. The Lord often takes us down a different road than what we expected. If this happens with you, be patient in the process, remembering that He knows you better than you know yourself and knows exactly what you need. He will always get you to where you need to be.



VIDEO TEAM - ONBOARDING PROCESS

Step 1 - Director Shadowing / Video Training (MXU)

Step 2 - Camera Shadowing (1 week): Observing and practicing

Step 3 - Camera Shadowed (2 weeks): Hands-on, being directly coached

Step 4 - Assigned to volunteer positions and services

Once you have completed the “shadowing” phase of serving and demonstrated an ability for your task, we will begin to schedule you for this role.

Our heart is for every member of the team to progress and excel, which requires an attitude of humility and focus.



FIRST TIME SHADOWING

WEAR A BLACK SHIRT - This is so we do not distract from what's going on in the room, as well as so that we look professional and obvious to security. Please wear plain black shirts with no obvious logos.

COME TO VIDEO CONTROL ROOM - Come to the door just to the left of the North Auditorium at the predetermined time, and one of our team will show you into the Control Room. This is where you will be able to shadow the Director.



BE AWARE - We would love for you to ask questions and take in all that's going on, but just be aware that there may be times when the Director or our team needs to concentrate and will ask you to not talk. Live broadcast can be an intense and stressful environment at times, so we appreciate your understanding.

PARKING

Volunteer and staff parking is across the street in the grass. A shuttle will bring you safely up to the building and take you back at the close of the day.

COMMUNICATIONS

We use Planning Center Online for scheduling, communication, and content for preparedness. After signing up to serve, you will get a welcome email with visual instructions on how to use the app.

FOOD

We appreciate the time you spend with us on Thursdays and Sundays! To help make it easier to serve, we provide breakfast on Sundays and dinner on Thursdays. Coffee and water are always available for you as well.

SOCIAL MEDIA

As a volunteer, you represent our church, yourself, and the Lord. Be wise in the content you post on your social platforms.



COMMS ETIQUETTE

Comms are the way we communicate to each other in real time during a broadcast. We may or may not have enough spare packs to give you one in the beginning of your shadowing stages, but here are a few things to be aware of.

Comms are a way to keep all parties informed and to offer clear and time-sensitive information. The primary function is to ensure a smooth show. All chatter must be kept at a minimum. Jokes and laughs are a privilege, not a right!

As a volunteer, you will have access to 1-2 channels: Video Channel and Producer.

- Video is our main channel for the director to talk to cameras and communicate who is live, etc. When talking on this channel, please be careful not to talk when the director needs to talk to the camera operators.

Some things you may hear on comms:

- Camera ___ - know your location and what your camera number is.
- "Clear Comms" - typically signals an important instruction is about to be made that requires non-competing communication.
- "Quiet on the Set" - please stop all communications for cue calls.



FOR ANY QUESTIONS, CONTACT:

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We look forward to having you shadow
and be a part of our team!

