

ESSENTIALS LIVE PRODUCTION

An in-depth look at our process and how we prepare for the weekend services.



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An in-depth look at our process and how we prepare for the weekend services, including a tour of the worship center and back of house.

CHRIS JOHNS

Overview.

This breakout will cover our process surrounding weekend services, major events, team building and how the team is expected to operate. We'll talk about nuts and bolts, and also how we think.

1

THE PERSONALITY OF OUR TEAM

1. We're First In and Last Out
2. There's Nothing Our Team Can't Do
3. We Operate Primarily Through Volunteers
4. Everything We Do Is Profoundly Spiritual
5. We Plan To Be Flexible
6. We All Lead Each Other With Great Attitudes
7. We Communicate Effectively Even When It's Hard
8. We Are Actual Members of the Church

2

HOW DO WE GET TO THE WEEKEND SERVICE?

- Timeline Graphic: Monday - Sunday

3

HOW DO WE HANDLE MAJOR EVENTS?

- Christmas & Easter come every single year, without exception.
 - Document your process, create a template or playbook to operate from

4

HOW DO YOU BUILD A TEAM FROM THE GROUND UP?

1. Establish the volunteer onboarding process.
2. Focus on building your A team.
3. Focus on Less and Do it Really Well.

5

THINGS I WISH SOMEONE TOLD ME

- You're in the people business, not the tech business.
- The benefits of church is for you too.

ROADMAP

1

How do we get to the weekend service?

2

How do we handle major events?

3

How do you build a production team from the ground up?

4

Things I wish someone told me...

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**HOW DO WE GET
TO WEEKEND
SERVICE?**

Monday

Weekend Team Meeting
OOS Created

Wednesday

Worship/Production Sync Up

Weekend

Game Time



Tuesday

Campus Call

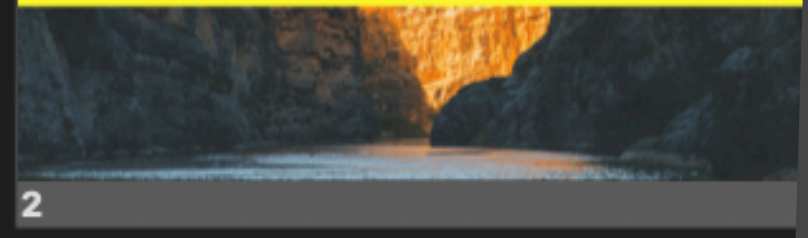
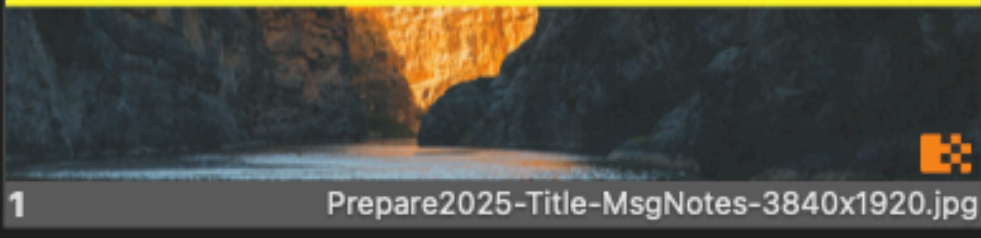
Thursday

Worship Practice

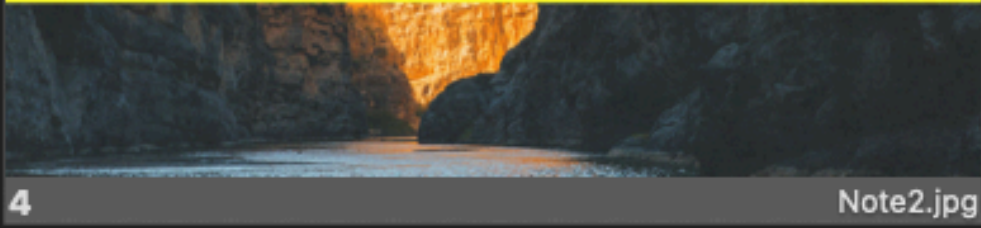
Message

PREPARE

2025 Milestone Church Start the new year off right.

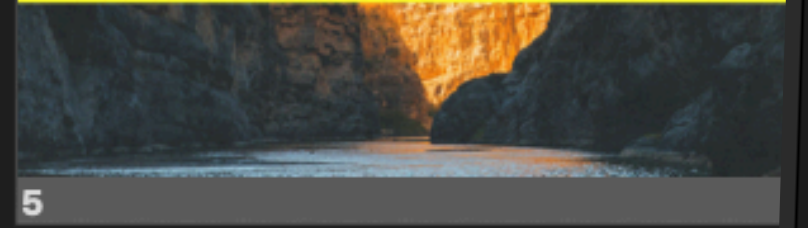


BIBLE PATTERN | DEVOTED TO PRAYER



BIBLE PATTERN | DEVOTED TO PRAYER

JESUS
MARK 1:35 EARLY & ALONE
 LUKE 5:16 OFTEN WITHDREW
 LUKE 6:12 ALL NIGHT



BIBLE PATTERN | DEVOTED TO PRAYER

JESUS <small>MARK 1:35 EARLY & ALONE LUKE 5:16 OFTEN WITHDREW LUKE 6:12 ALL NIGHT</small>	EARLY CHURCH <small>ACTS 2:42; 4:31; 6:4</small>	APOSTLE PAUL <small>1 CORINTHIANS 7:5; COLLOSSIANS 4:2</small>
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*Then Jesus said to them, "Suppose you have a friend, and you go to him at midnight and say, 'Friend, lend me three loaves of bread; a friend of mine on a journey has come here, and I have no food to offer him.' And suppose the one inside answers, 'Don't bother me. The door is already locked, and my children and I are in bed. I can't get up and give you anything.'"

LUKE 11:5-10, 13b (2019)



"... how much more will your Father in heaven give the Holy Spirit to those who ask him!"

LUKE 11:5-10, 13b (2019)

According to *Jesus*, prayer is relational, connected, serving others, and bold.

Message

Welcome: Haslet, McKinney, Online, Watching Later...

Celebrate: December / Joy Christmas Wonder / Candlelight Incredible season at Milestone
 —God deserves the glory
 —He's moving in the lives of real people.

HOW DO WE RESPOND TO THIS KIND OF MOMENT?

GENUINELY BELIEVE: YOU CAN HAVE THE BEST YEAR OF YOUR LIFE.

Paul: God doesn't live in a temple...
 Acts 17:27-28 - ²⁷ "God did this so that they would seek him and perhaps reach out for him and find him, though he is not far from any one of us." ²⁸ "For in him we live and move and have our being."

Maybe this doesn't feel like your reality — you're not alone.

1

End of year lists: Countdown the top 10 songs...etc access like this — we used to do it together.

OPPORTUNITY COSTS — gain something and lose something.

We're more personally customized than ever — and lonely as a result.
 —Power in being part of something bigger than yourself.
 —It confronts your will, comfort, preferences...
 —Helpful for us to reflect...

All of us will be better this year if we stay: open, humble, and curious.
 —Life comes at you fast..

3

BIBLE PREACH: Luke 11:5-10, 13b

Context: — Jesus one more time — Lord's Prayer —
 1: Worship/adoration
 2: Mission

Maybe this doesn't feel like your reality — you're not alone.

But if we feel disconnected that way.

Christmas season
Incarnation — God
 — What you're looking for

FELT NEED: We
 natural to reflect
We look back at
 what's coming

2

All of us will be better this year if we stay: open, humble, and curious.
 —Life comes at you fast...
 —constantly changing...
 —frustrated and alone

Rhythm to life —
Illustration: Instant

BIBLE PATTERN | DEVOTED TO PRAYER

JESUS <small>MARK 1:35 EARLY & ALONE LUKE 5:16 OFTEN WITHDREW LUKE 6:12 ALL NIGHT</small>	EARLY CHURCH <small>ACTS 2:42; 4:31; 6:4</small>
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4

Prayer is relational — talk to God

⁷ And suppose the door is already locked, and my children and I are in bed. I can't get up and give you anything."

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Weekend Team Meeting
OOS Created

Wednesday

Worship/Production Sync Up

Weekend

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Campus Call

Thursday

Worship Practice

**HOW DO WE
HANDLE MAJOR
EVENTS?**

EVENT PROCESS



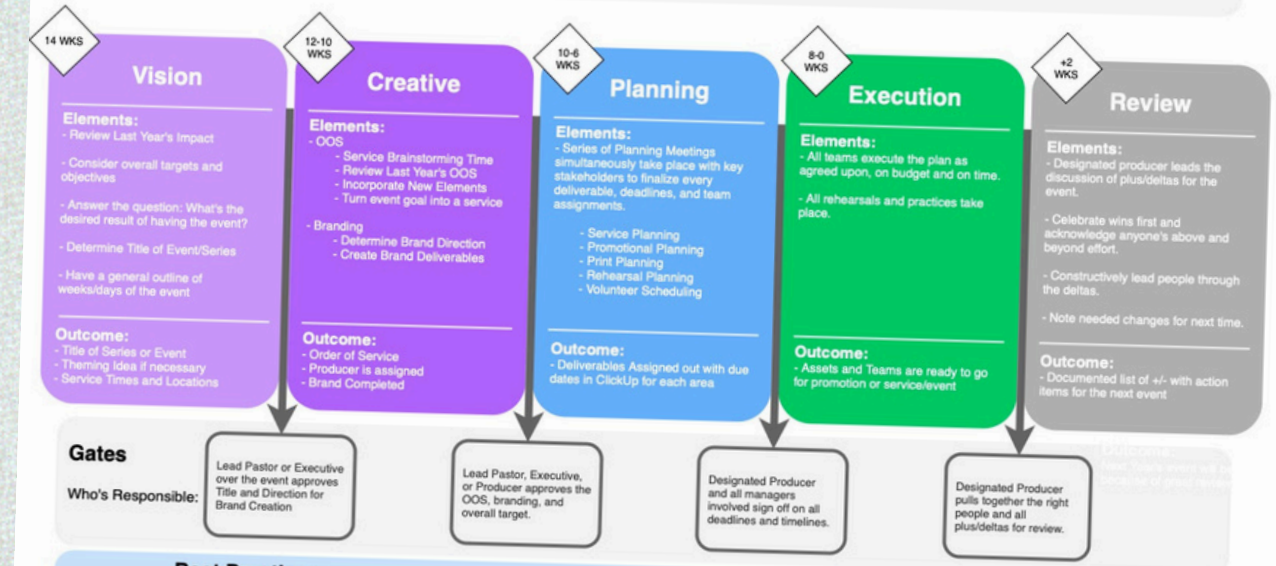
Event Process Basics

Goal: Efficient execution across all environments.

***The outcome of the event or service is important, but for the longevity of our team members, how we got there is just as important.*

Problems it solves:

1. Efficient Use of Creative, Production, and Worship Team's Time and Energy
2. Excellent outcome of the event.
3. All parties involved know the plan and what's expected of them, despite weekly church going on a regular basis.



Best Practices

1. Stay in the right order. If execution gets ahead of planning, then people will be mismanaged.
2. Make sure a clear Order of Service has been approved before moving forward with execution. This helps us steward our team members' time well.
3. Have the right people in the room for the review, not everyone needs to be in there. But, make sure there's a mechanism on individual teams to have proper review/feedback time for everyone involved. People want to be heard if something didn't go smoothly.

General Timeline of Major Event:

Every event is different and has different needs, but the majority of this planning timeline can be applied to all major events. ***Assign one member of the team to build out the needed check points listed out below. Assign a name to each line.*

Weeks Out:

14 - Kick Off Meeting with the highest level stakeholders	Vision
12 - Title Of Series or Event Approved	
12 - Service Times and Locations	
12 - Creative Huddle for Brand Ideation	Creative
10 - Final Branding Approved	
10 - OOS Planning Meeting for All Campuses and ONL Broadcast	
8 - OOS Created and Producer Assigned	Planning
6 - OOS Approved for All Campus and ONL Broadcast	
10 - Promotional and Print Strategy and Deliverable Planning Meetings	
8 - Team and Volunteer Scheduling in PCO Completed	Print Execution
6 - Service Assets Deliverable and Deadline Meeting	
6 - Production and Worship Rehearsal Schedule Meeting	
8-6 - Promotional/Registration Print Piece Sent to Print	Promo Execution
6-2 - Available for Pick Up at Keller Campus	
6-4 - Event Print Pieces Sent to Print	
4-2 - Available for Pickup at Keller Campus	Service Execution
6-4 - Promotion Begins (Depends on the event, but could include online, in-service, and in the commons)	
8-6 - Content from other teams for asset creation	
4 - Worship Resourcing	Review
3 - Stage Plots	
3 - Host/Transition Scripts	
2.5 - All Assets Round 1 (Videos, Graphics, Assets, etc)	
1.5 - Final Ableton	
1.5 - All Assets Final	
1 - Service Assets Walkthrough	
1 - All Files Sent to Campuses (Day after Walkthrough)	
2 Days - Final Dress Rehearsal / Run Through	
+2 - Review	

FILE DELIVERY

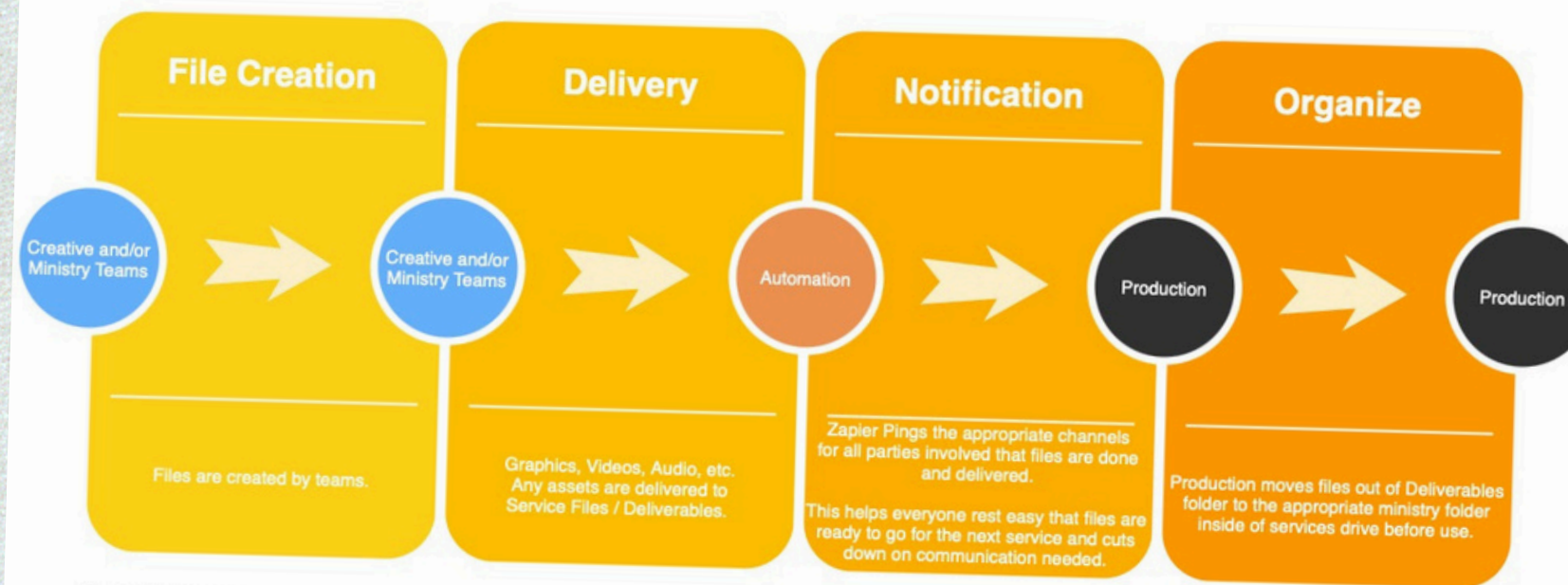


Deliverables Folder

Goal: Efficient execution across all environments.

Problems it solves:

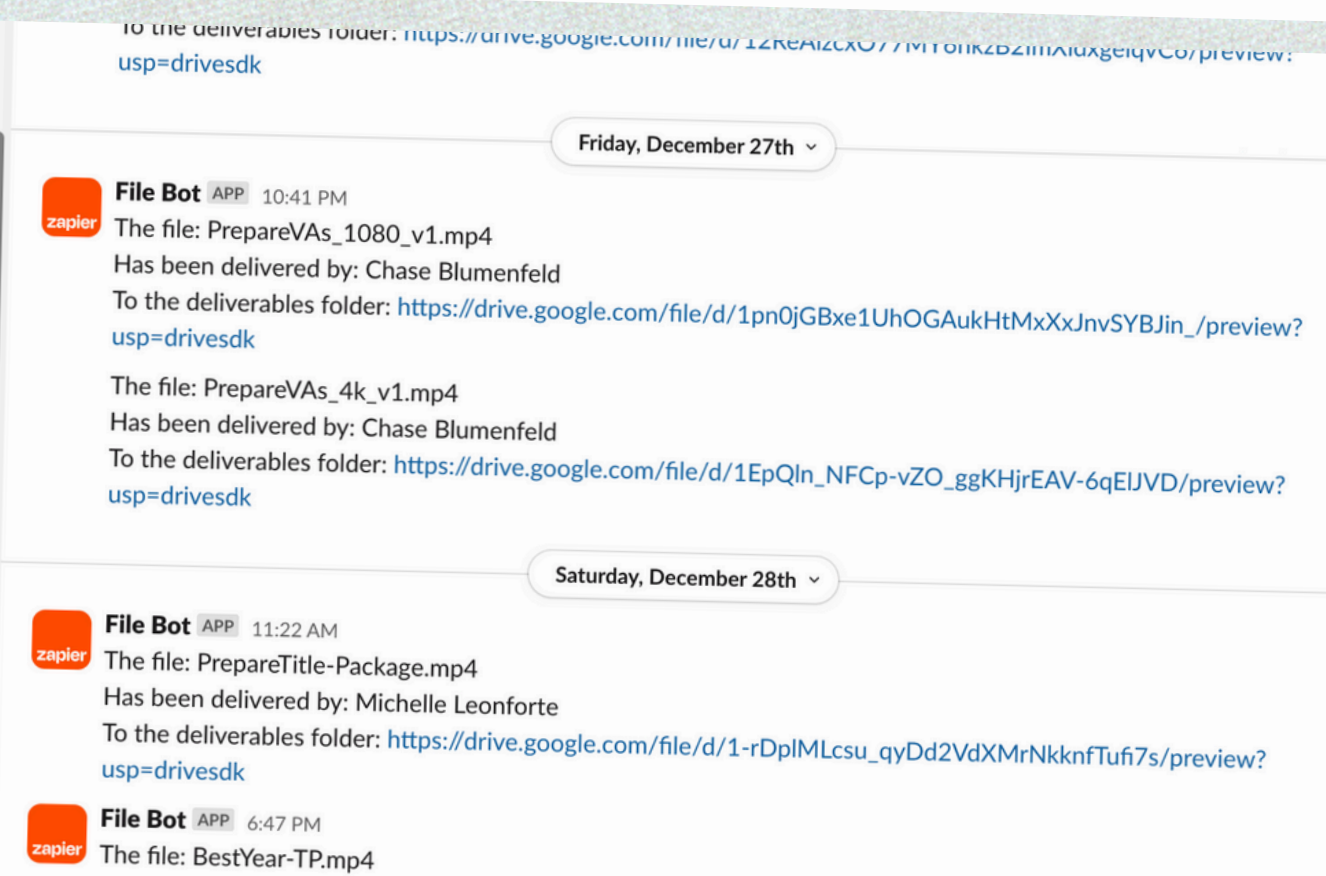
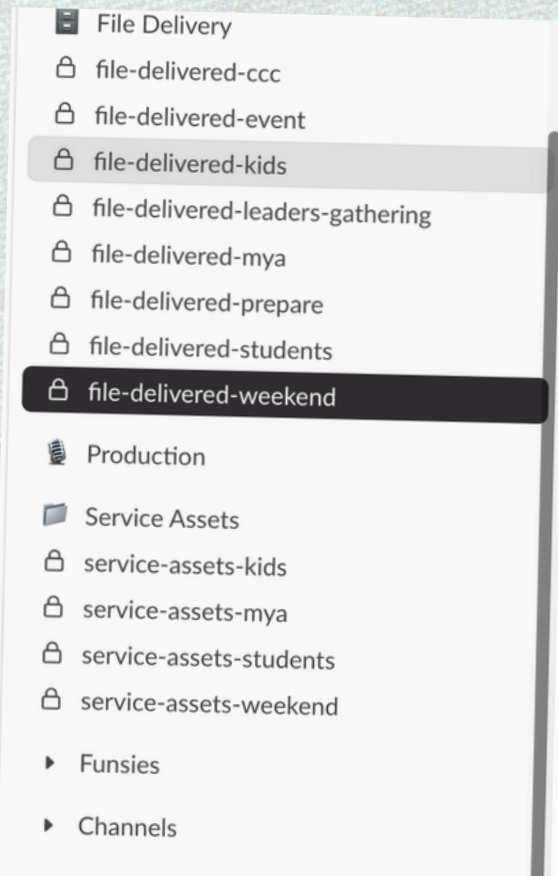
1. Content Creators don't have to keep up with different delivery locations for services.
2. Production teams know that files delivered to this folder are approved, the latest version, and is safe to be shown to thousands of people.
3. Cuts down on back and forth communication on which files to use.
4. Provides accountability to all parties involved, both creative teams and production teams of when and how files were delivered for use. This helps us improve our process over time.



Best Practices

1. Deliverables folder is not a storage destination for files. It should not be the only copy of the file.
2. Deliverables folder is a hand-off location between creation teams and execution teams.
3. Production team members should move files out of the deliverables folder as actively as possible.
4. Push everyone to use the deliverables folder only.
5. If it is not in the deliverables folder, it has not been delivered to production teams yet, and is not ready to be shown.
6. Help any team member in the moment who is not used to the process get their file ready to be used, but show them the process for next time.

Useful note: Google Drive keeps logs of who moved and/or deleted files when.



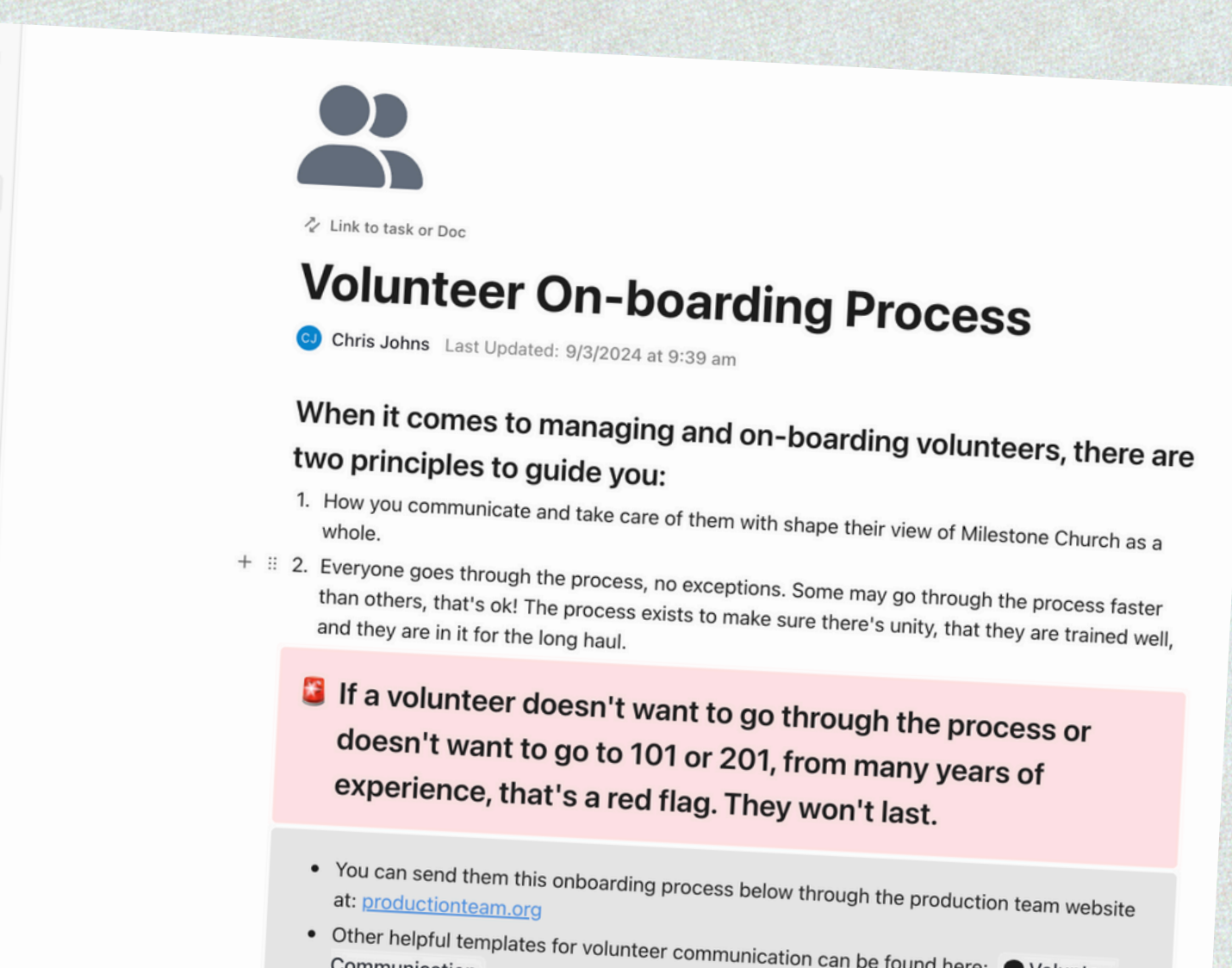
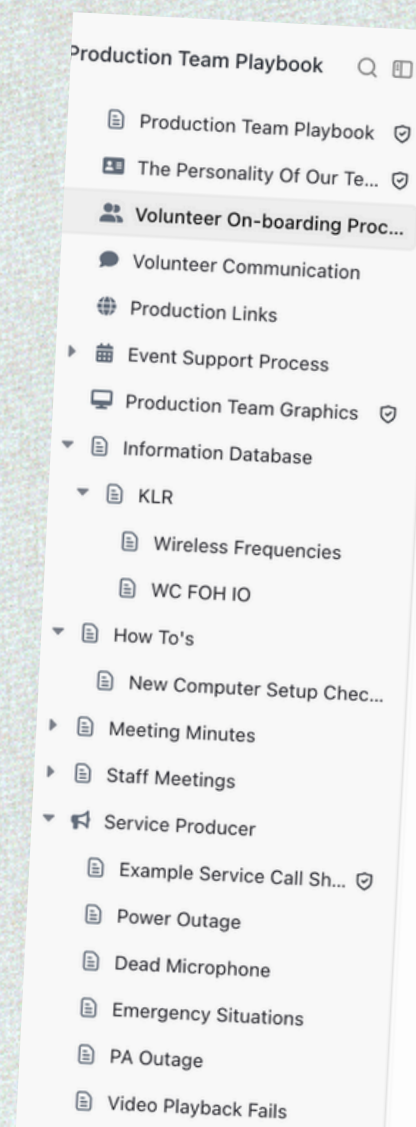
**HOW DO YOU BUILD
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TEAM FROM THE
GROUND UP?**

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1

Establish Your Volunteer Onboarding Process

1. Attend 101 and 201
2. Shadow a Weekend Service
3. Training
4. Pair Up for First Service



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**Things I Wish
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**You're in the People
Business, Not the Tech
Business.**

2

**The Benefits of Church
Are For You Too.**

CONTACT US

production@leadtowin.com