

creating
an

EXCELLENT & AUTHENTIC

worship
experience

How do we

PREPARE

for a

WEEKEND?

How do we

PREPARE for a WEEKEND?

MONDAY

- All volunteers confirmed for the upcoming weekend.
- Our goal is to schedule 2 months out.

Order of service meeting with Worship, Communications, and Production.

Then we meet with teaching team and our Lead Pastor.

Keller > KLR Events
KLR Other Events
January 8, 2024



Keller > KLR Events
KLR Other Events
January 9, 2024



Keller > KLR Events
KLR Other Events
January 9, 2024



Keller > KLR Events
KLR Other Events
January 10, 2024



Leaders Gathering
Leaders Gathering

Prepare 2024
Night 2 - Ps Jim Laffoon

Prepare 2024
Night 3 - Tauren Wells

✓ Noah Frazee
✓ Jonathan Paredez
✓ Jenny Smith
✗ Daryl James

✓ Noah Frazee
✓ Lisa Szpak
✓ Daryl James

✓ Noah Frazee
✓ Lisa Szpak
✓ Daryl James

✓ Terry Minton

✗ Bernie Claytor
✓ Terry Minton

✗ Bernie Claytor
✓ Terry Minton

✓ Allen Evans

✓ Chris Blakely

✓ Chris Blakely

✓ Dale Thompson

✓ Dale Thompson

✓ Dale Thompson

✓ Francheska Lucero

✓ John Szpak

✓ John Szpak

✗ Kenneth Miller

✗ Kenneth Miller

✓ Nathan Essary

✓ Nathan Essary

✓ Nathan Essary

✓ Michelle LeonForte

✓ Michelle LeonForte

✓ Michelle LeonForte

✓ Dale Thompson

✓ Dale Thompson

✓ Dale Thompson

✓ Chris Johns

✓ Chris Johns

✓ Chris Johns

✗ Kris Cruz

✗ Kris Cruz

1 Needed

1 Needed

✓ Jacob Hennner

✓ Jacob Hennner

✓ Jacob Hennner

How do we

PREPARE for a WEEKEND?

WEDNESDAY

Huddle Up call on slack with all worship and production (all campuses).

We go through every campus order of service, line by line.

We fill out all the details using Planning Center Online and Scriptviewer.

THURSDAY

Band Rehearsal

Our goal is to get a full audio recording of the worship set.

Audio recording is posted to that week's Planning Center.

Time	Title	Audio	Stage	Side Screen	Center Screen	Video Source
PRE-SERVICE						
00:00:00	VIDEO: Opener 2023			VIDEO	BLK	CG1
00:01:00 WORSHIP						
00:01:00	Take You At Your Word	Vox 2		IMAG		CG4 + CG1
		Ableton		Lyrics		
00:01:30	Psalm 139	Vox 1				
		Ableton				
00:02:00	Prayer Cards	HH		IMAG	SLIDE	CG2
				Nameplate		
00:02:30	Prayer Request (Slide)	Vox 1 + 2				
			Ableton			
00:03:00	Prayer Request (Slide)	Vox 1				
00:03:00 CHORUS						
00:03:00	Prayer Transition	HH1		IMAG		CG2
				Nameplate		
00:03:30	Prayer Request (Slide)	CG2		VIDEO	VIDEO	CG2
00:04:00	Prayer Request (Slide)	HH1		IMAG		CG2
00:04:30	Prayer Request (Slide)	HH1		IMAG		CG2
00:05:00	Prayer Request (Slide)	HH1		IMAG		CG2
00:05:30	Prayer Request (Slide)	HH1		IMAG		CG2
00:06:00	Prayer Request (Slide)	HH1		IMAG		CG2
00:06:30	Prayer Request (Slide)	HH1		IMAG		CG2
00:07:00	Prayer Request (Slide)	HH1		IMAG		CG2
00:07:30	Prayer Request (Slide)	HH1		IMAG		CG2
00:08:00	Prayer Request (Slide)	HH1		IMAG		CG2
00:08:30	Prayer Request (Slide)	HH1		IMAG		CG2
00:09:00	Prayer Request (Slide)	HH1		IMAG		CG2
00:09:30	Prayer Request (Slide)	HH1		IMAG		CG2
00:10:00	Prayer Request (Slide)	HH1		IMAG		CG2
00:10:30	Prayer Request (Slide)	HH1		IMAG		CG2
00:11:00	Prayer Request (Slide)	HH1		IMAG		CG2
00:11:30	Prayer Request (Slide)	HH1		IMAG		CG2
00:12:00	Prayer Request (Slide)	HH1		IMAG		CG2
00:12:30	Prayer Request (Slide)	HH1		IMAG		CG2
00:13:00	Prayer Request (Slide)	HH1		IMAG		CG2
00:13:30	Prayer Request (Slide)	HH1		IMAG		CG2
00:14:00	Prayer Request (Slide)	HH1		IMAG		CG2
00:14:30	Prayer Request (Slide)	HH1		IMAG		CG2
00:15:00	Prayer Request (Slide)	HH1		IMAG		CG2
00:15:30	Prayer Request (Slide)	HH1		IMAG		CG2
00:16:00	Prayer Request (Slide)	HH1		IMAG		CG2
00:16:30	Prayer Request (Slide)	HH1		IMAG		CG2
00:17:00	Prayer Request (Slide)	HH1		IMAG		CG2
00:17:30	Prayer Request (Slide)	HH1		IMAG		CG2
00:18:00	Prayer Request (Slide)	HH1		IMAG		CG2
00:18:30	Prayer Request (Slide)	HH1		IMAG		CG2
00:19:00	Prayer Request (Slide)	HH1		IMAG		CG2
00:19:30	Prayer Request (Slide)	HH1		IMAG		CG2
00:20:00	Prayer Request (Slide)	HH1		IMAG		CG2
00:20:30	Prayer Request (Slide)	HH1		IMAG		CG2
00:21:00	Prayer Request (Slide)	HH1		IMAG		CG2
00:21:30	Prayer Request (Slide)	HH1		IMAG		CG2
00:22:00	Prayer Request (Slide)	HH1		IMAG		CG2
00:22:30	Prayer Request (Slide)	HH1		IMAG		CG2
00:23:00	Prayer Request (Slide)	HH1		IMAG		CG2
00:23:30	Prayer Request (Slide)	HH1		IMAG		CG2
00:24:00	Prayer Request (Slide)	HH1		IMAG		CG2
00:24:30	Prayer Request (Slide)	HH1		IMAG		CG2
00:25:00	Prayer Request (Slide)	HH1		IMAG		CG2
00:25:30	Prayer Request (Slide)	HH1		IMAG		CG2
00:26:00	Prayer Request (Slide)	HH1		IMAG		CG2
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00:27:00	Prayer Request (Slide)	HH1		IMAG		CG2
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00:41:00	Prayer Request (Slide)	HH1		IMAG		CG2
00:41:30	Prayer Request (Slide)	HH1		IMAG		CG2
00:42:00	Prayer Request (Slide)	HH1		IMAG		CG2
00:42:30	Prayer Request (Slide)	HH1		IMAG		CG2
00:43:00	Prayer Request (Slide)	HH1		IMAG		CG2
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00:44:00	Prayer Request (Slide)	HH1		IMAG		CG2
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00:45:00	Prayer Request (Slide)	HH1		IMAG		CG2
00:45:30	Prayer Request (Slide)	HH1		IMAG		CG2
00:46:00	Prayer Request (Slide)	HH1		IMAG		CG2
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00:47:00	Prayer Request (Slide)	HH1		IMAG		CG2
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01:12:00	Prayer Request (Slide)	HH1		IMAG		CG2
01:12:30	Prayer Request (Slide)	HH1		IMAG		CG2
01:13:00						

How do we

PREPARE for a WEEKEND?

SATURDAY

All assets (graphics, videos, etc) are due before Saturday.

Program lighting, computers, audio, clocks, and assets are loaded.

Full campus walk to verify all systems and equipment are working.

Message walk through with speaker/pastor at noon.

Volunteer Call time 3pm.


















Service at 5pm.

SUNDAY

Full campus walk to verify all systems and equipment are working.

Volunteer call time 7:45am.

Services at 9am, 11am, and 12:30pm.

	*Worship - This Week	Apr 24, 2023 Mi
	Campus Slides (1920x1080)	Sep 6, 2023 Fra
	20231231_VAs_4k.mp4	Dec 28, 2023 Jo
	20231231_VAs_1080.mp4	Dec 28, 2023 Jo
	Comm Card L3--2022.png	Dec 20, 2023 H
	Comm-Card-3840x1920.png	Dec 20, 2023 H
	ConnectionCard-Aug2023-3840x1920.jpg	Sep 7, 2023 Hal
	ConnectionCard-L3.png	Sep 7, 2023 Hal
	EOY-giving-3840x1920.jpg	Dec 9, 2023 Mil
	HearingGod-Hosting-Practicals-1.jpg	Dec 29, 2023 Ha
	HearingGod-Hosting-Practicals-2.jpg	Dec 29, 2023 Ha
	HearingGod-Hosting-Practicals-3.jpg	Dec 29, 2023 Ha
	HearingGod-Hosting-Practicals-4.jpg	Dec 29, 2023 Ha
	HG-Hosting-NOQR-3840x1920.jpg	Dec 12, 2023 Ha
	Hosting-EOY-Breakdown-3840x1920.jpg	Dec 16, 2023 Ha
	Opener 2023_v7.mp4	Jul 12, 2023 Jon
	Prepore hosting 3840x1920.jpg	Dec 8, 2023 Ha

THE
PERSONALITY
of our team

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.**

How do we do
MAJOR
events?

How do we do

MAJOR events?

TEMPLATE

Every major event takes us the same 60 tasks.

So we template to make sure we don't miss anything.

Recognize the rhythms and seasons that are repeated.

We write everything down, so we don't miss any detail.

Prepare 2024

11/1/23 - Wed

Add Task

Gantt List View

Search Hide Customize

Group: Status Subtasks: Collapse all Filters Me mode Assignees

Search tasks...

PLANNING 3 Add Task

Name	Assignee	Due date	Phase
Verify Additional Audio Needs/Rentals With Worship Team	NF	12/11/23	Planning
Verify Stageplots	ML	Yesterday	Planning
Verify Stageplots HLT	FL	Yesterday	Planning

Add Task

EXECUTION 12 Add Task

Name	Assignee	Due date	Phase
ProPresenter Loaded	JS	Yesterday	Execution
ProPresenter Loaded HLT	FL	Today	Execution
ProPresenter Loaded ARG	JS	Today	Execution
ProPresenter Loaded MCK	JP	Today	Execution
Days Programmed	ML	Yesterday	Execution
Playlist	NF	Yesterday	Execution
ProPresenter Export for Campuses	NF	Yesterday	Execution
ProPresenter Export for Video World	FL	Today	Execution
Message Notes	JH	Mon	Execution
Message Posted	AE	Mon	Execution
Website Homepage Playback Checked	AE	Mon	Execution
Prepare Patio Overflow Venue Management	CJ	Mon	Execution
All Recordings Archived Properly	QO	Wed	Execution
All Files Archived Properly	AE	Jan 16	Execution
	FL	Jan 16	Execution

Add Task

REVIEW 2 Add Task

Name	Assignee	Due date	Phase
Production Team Review - Plus/Delta	CJ	Jan 15	Review
Worship and Production Team Review - Plus/Delta	CJ	Jan 15	Review

With everything going on - what do we

FOCUS ON?

With everything going on - what do we

FOCUS ON?

LEAD PASTOR

Whatever our lead pastor is involved in.

I'm always thinking through my lead pastor's lens.

TRANSITIONS

Great services are made or broken in transitions.

We'll spend an hour fine-tuning a transition.

We'd rather program one simple color per song and get transitions right.

A-TEAM VOLUNTEERS

All of our volunteers are important, but I'm keeping close eye on my A-Team.

Get in their world. Know everything about them. Challenge them. Be there for them.

VOL. PROCESS

PRODUCTIONTEAM.ORG

GO TO 101 + 201

No one gets a pass. Heart and vision of the church.

If a volunteer doesn't want to go through the process or doesn't want to go to 101 or 201, that's a red flag. They won't last.

SHADOW A WEEKEND SERVICE

Non-comittal step.

Have found that most people don't really know what we do. We show 'em.

TRAINING

Training process has to work for normal, non-production people.

PAIR UP FOR FIRST WEEKEND

Ensure their first weekend is a win, it's not stressful, and they are communicated to.

QA

