



Church of the Crossroads Production Team Handbook

TABLE OF CONTENTS

1. Statement of Purpose	pg.3
2. Our Church Mission and Vision	pg.4
3. Production Team Statement of Commitment	pg.6
4. Commitment Explained with Scriptures	pg.7
5. Our Production Team Roles	pg.10
6. Production Team Leadership	pg.11
7. Crossroads Production Team Chat (Messenger)	pg.12
8. Planning Center: Our Scheduling Platform	pg.13
9. Commitment Acknowledgment	pg.14

1. STATEMENT OF PURPOSE

As members of the Crossroads Production Team, we are called to more than technical excellence, we are called to ministry. Every camera shot, every lyric slide, every broadcast feed is an opportunity to glorify God and create an atmosphere where people can encounter His presence. We do not serve for recognition, but for the glory of Christ, who alone is worthy.

This handbook outlines our heart, our commitments, and our roles as we strive to serve with excellence, humility, and love.

2. OUR CHURCH MISSION AND VISION

At **Church of the Crossroads**, our mission is the same mission Jesus gave His followers:

"Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit."

(Matthew 28:19, ESV)

Our objective is summarized in a single sentence based on two key scriptures:

We exist to Reach Up (Worship), to Reach Out (Evangelism), and to Reach In (Discipleship).

- **We Exist to Reach Up — Worship**

Worship is expressing our love to God.

- *"Worship the Lord your God, and serve Him only."*
(Matthew 4:10)

- **We Exist to Reach Out — Evangelism**

Evangelism is sharing the Gospel of Jesus Christ.

- *"His intent was that now, through the church, the manifold wisdom of God should be made known."*
(Ephesians 3:10)

- **We Exist to Reach In — Discipleship**

Discipleship is helping believers to continually surrender to Jesus in every area of their lives.

- *"Therefore let us move beyond the elementary teachings about Christ and be taken forward to maturity..."*
(Hebrews 6:1)
"But grow in the grace and knowledge of our Lord and Savior Jesus Christ."
(2 Peter 3:18)

How This Connects to Our Production Team

As members of the Production Team, we live out this mission every time we serve:

- **Reaching Up** by worshiping God through excellence, creativity, and faithfulness in every detail.
- **Reaching Out** by using technology to share the Gospel beyond our walls.
- **Reaching In** by growing personally and spiritually as disciples, using our gifts to strengthen the Church.

We are worshipers, evangelists, and disciples, partnering together to fulfill the mission of Jesus Christ.

3. Production Team Statement of Commitment

As a member of the Production Team, I recognize that I am not simply operating equipment or fulfilling a task. I am serving the Church and glorifying God through excellence, humility, and love. I understand that every action, seen or unseen, is an opportunity to worship and point others to Christ. With this understanding, I make the following commitments:

I commit to:

- Serve with a heart of worship, remembering that everything I do is for the glory of God, not for recognition.
- Pursue excellence, knowing that God is worthy of my best efforts.
- Prepare diligently for my role, arriving on time and ready to serve with focus and care.
- Remain teachable, willing to receive feedback, grow in skill, and encourage growth in others.
- Foster unity within the Production Team, honoring my teammates with kindness, patience, and respect.
- Communicate clearly, responsibly, and with grace, understanding that collaboration is essential to our mission.
- Approach challenges with a spirit of problem-solving and faith, trusting that God equips those He calls.
- Reflect Christ in my attitude, my words, and my actions, both on and off the platform.
- Remain prayerful, seeking God's guidance before, during, and after every service or event.
- Remember that my true audience is One, Jesus Christ, and my service is an offering to Him.

4. Commitment Explained with Scriptures

1. I commit to serve with a heart of worship, remembering that everything I do is for the glory of God, not for recognition.

→ *Our service is an act of worship to God, not a way to seek attention. Whether behind a camera or at a soundboard, we serve to glorify Jesus, not ourselves.*

Scripture:

*"Whatever you do, work heartily, as for the Lord and not for men."
— Colossians 3:23 (ESV)*

2. I commit to pursue excellence, knowing that God is worthy of my best efforts.

→ *Excellence honors God. We don't aim for perfection, but we strive to give our best because God gave His best for us.*

Scripture:

*"But as for you, be strong and do not give up, for your work will be rewarded."
— 2 Chronicles 15:7 (NIV)*

3. I commit to prepare diligently for my role, arriving on time and ready to serve with focus and care.

→ *Preparation shows respect for the calling we carry. Being ready, being on time, and being attentive communicates that we take this responsibility seriously before God and our team.*

4. I commit to remain teachable, willing to receive feedback, grow in skill, and encourage growth in others.

→ *A humble, teachable heart allows God to shape us. We're not here to prove we know everything. We are here to learn, improve, and help each other grow.*

Scripture:

"Instruct the wise and they will be wiser still; teach the righteous and they will add to their learning." — Proverbs 9:9 (NIV)

5. I commit to foster unity within the Production Team, honoring my teammates with kindness, patience, and respect.

→ *We reflect Christ when we love and serve one another well. Unity doesn't mean we always agree, it means we choose love, patience, and respect even when it's hard.*

Scripture:

*"Make every effort to keep the unity of the Spirit through the bond of peace."
— Ephesians 4:3 (NIV)*

6. I commit to communicate clearly, responsibly, and with grace, understanding that collaboration is essential to our mission.

→ *Good communication builds trust. We listen well, speak with kindness, and seek clarity, knowing that we're stronger together than alone.*

7. I commit to approach challenges with a spirit of problem-solving and faith, trusting that God equips those He calls.

→ *Serving in production often means solving problems under pressure. We face challenges not with fear, but with faith. Believing that God gives us what we need.*

Scripture:

*"I can do all things through him who strengthens me."
— Philippians 4:13 (ESV)*

8. I commit to reflect Christ in my attitude, my words, and my actions, both on and off the platform.

→ *Our influence doesn't stop when the lights go off. Whether in the booth, at home, or at work, we strive to live in a way that points people to Jesus.*

Scripture:

"Let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven." — Matthew 5:16 (ESV)

9. I commit to remain prayerful, seeking God's guidance before, during, and after every service or event.

→ *Prayer keeps our hearts aligned with God's. We recognize that we can't do anything of eternal value without His presence leading us.*

Scripture:

"Pray without ceasing." — 1 Thessalonians 5:17 (ESV)

10. I commit to remember that my true audience is One, Jesus Christ, and my service is an offering to Him.

→ *Ultimately, everything we do is for Jesus. Every cue we hit, every slide we advance, every note we mix — it's all an offering of love to Him.*

Scripture:

*"Not to us, O LORD, not to us, but to your name give glory."
— Psalm 115:1 (ESV)*

5. Our Production Team Roles

Our team is made up of individuals who serve in different capacities but with one unified heart. To glorify God and help create an atmosphere where people can encounter His presence. Every role matters. Every role is worship.

Live Monitor

Starts and manages our online livestream across platforms. Oversees stream flow, interacts with viewers, and switches scenes.

Requirements: Basic tech skills, attention to detail, multitasking.

Director

Oversees and directs the broadcast of services using three cameras, switching shots and integrating graphics.

Requirements: Communication skills, quick decision-making, detail-oriented.

Camera Operator

Operates one of our broadcast cameras during service, handling zoom, pan, and shot composition.

Requirements: Steady hands, an eye for composition, willingness to learn.

Presentation Engineer

Runs lyrics, scriptures, and graphics during service using ProPresenter.

Requirements: Basic computer skills, timing, attention to detail.

Online Presentation Engineer

Manages lyrics and graphics for the livestream experience.

Requirements: Familiarity with ProPresenter, tech-savviness, strong timing.

Photography & Videography

Captures key service and event moments to support social media and church storytelling.

Requirements: Photography/videography skills, creativity, passion for storytelling.

6. Production Team Leadership

Our Production Team is guided by leaders who are passionate about serving God's church with excellence, creativity, and humility. They are here to equip, encourage, and empower each team member to grow in skill and in spirit.

Pastors Norman and Sandra Howell — Founders & Senior Pastors

As the founders and senior pastors of Church of the Crossroads, Pastors Norman and Sandra provide spiritual covering, vision, and direction for the entire church. Their leadership, faith, and commitment to building a Christ-centered community set the foundation for every ministry, including our Production Team. Their heart is to see people grow in their relationship with Jesus and to empower every individual to use their gifts for the glory of God.

Mark Abrego — Director of Technology and Social Media | Student Ministry Pastor

Pastor Mark oversees all aspects of technology and social media across the church. His leadership ensures that the Production Team and technical systems operate with excellence. His heart is to disciple and empower volunteers to serve with a spirit of worship and excellence.

Carlos R. Perez — Assistant Tech Director | Social Media Manager

Carlos supports the technical and creative vision of the Production Team, assisting with operations, production development, and social media management. His passion is to use technology and creativity to share the gospel, strengthen the church, and glorify God through media.

7. Crossroads Production Team Chat (Messenger)

To stay connected and informed, all Production Team members are added to our **official Crossroads Production Team Messenger group chat**.

This chat is our main space for:

- Important updates and last-minute changes
- Friendly reminders and check-ins
- Building connection and encouragement as a team

We **highly recommend** that every team member be part of this Messenger group to stay informed and in sync with the rest of the team. If you do not currently have a Messenger account, we encourage you to create one so you don't miss important communication.

Note: Messenger is used in addition to Planning Center, not as a replacement. It is our *real-time communication space* for quick updates, last-minute changes, and community.

If you're not in the group chat yet, please let a Tech Director know so we can help get you added.

8. Planning Center: Our Scheduling Platform

Planning Center Services is the official scheduling platform we use for the Production Team and across many ministries at Church of the Crossroads.

It is the tool we rely on to:

- Schedule all team members for services and events
- Send out reminders and updates
- Keep everyone organized and informed

Whether you're serving once a month or multiple times, Planning Center is how we communicate your serving schedule and ensure the team operates with clarity and unity. **Please make sure to check your schedule regularly and respond promptly.**

If you do not yet have a Planning Center account, please fill out the section below and return this page to your Tech Director. We will create your account and ensure you're added to the correct scheduling group.

Full Name: _____

Email Address: _____

Phone Number: _____

Once your account is set up, you will receive an email with instructions to log in and download the **Planning Center Services** app. Please complete your login and enable **both email and push notifications** to ensure you receive all communications.

If you have any questions or haven't received your setup email, contact:

- **Pastor Mark Abrego** – mark@thecrossroads.org
- **Carlos R. Perez** – carlos@thecrossroads.org

9. Commitment Acknowledgment

By signing below, **I affirm** that I have read, understand, and willingly commit to the values, expectations, and mission outlined in the **Church of the Crossroads Production Team Handbook**.

I understand that my service on the Production Team is an opportunity to worship God, serve His Church, and help create an atmosphere where people can encounter His presence.

I understand that this role is not just technical but spiritual. I joyfully accept the responsibility of representing Christ through my service.

May all I do bring honor to His name and help create an atmosphere where hearts can encounter His presence.

*"And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him."
(Colossians 3:17, ESV)*

Team Member:

Name: _____

Signature: _____

Date: _____

Tech Director Approval:

Name: _____

Signature: _____

Date: _____