



HOPE UNITED

Handbook

Media Team

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INTRODUCTION

In this booklet, we will cover a few basic concepts that pertain to leading congregational worship through music and technology as well as the basic logistics of how we do things here at Hope City. Our church incorporates many types of people with many different backgrounds and skill sets to facilitate our corporate worship services on Sunday mornings. Whether on stage or off, all areas of service are equally important parts of the team that must work together as a single unit to lead worship. No matter how God has gifted you, your unique talents can be used to proclaim His glory and edify His body. It is my prayer that you will find serving as a worship leader with Hope City a sanctifying and fulfilling commitment

When you lead worship, what you do affects the lives of our church and community. Think about that for a second. When you commit to leading worship in the church, you commit to one of the few ministries that addresses the entire church body and unsaved visitors every week. Colossians 3:16-17 is a wonderful verse for the worship leader's life, and especially for our attitude toward leading worship. Take a moment to read the passage Below.

Let the word of Christ richly dwell within you, with all wisdom, teaching and admonishing one another with psalms and hymns and spiritual songs, singing with thankfulness in your hearts to God. Whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks through Him to God the Father.

- Colossians 3:16-17

Things to Consider:

What does it mean for the word of Christ to "richly dwell" in you?

Are you motivated by a desire to serve and to teach people through your service?

When you sing, play, or serve publicly to God, is it with genuine thankfulness in your heart?

Are you comfortable with the seriousness and dedication that is required of publicly bearing the name of the Lord Jesus in regard to the task set before you?

VISION & VALUES

Real worship is the act of authentically expressing praise, adoration, confession, or thanksgiving to God in response to His character and His works. This does not begin or end with being on stage or even with music! Worship is more than the handful of songs we sing on a Sunday morning or Wednesday night. It is anything that we do with the intent of glorifying God, be it our work, practice, or daily interactions.

• LOVE GOD

- Our job first and foremost is to bring glory and honor to God. Everything we do is meant to point back to Him. Worship is our expression of love, thankfulness, and praise for God.

LOVE PEOPLE

- Our job as musicians/AV Techs is secondary to our job as servants and stewards. When joining any part of the Worship Arts Ministry, you are agreeing to serve our congregation and community in the capacity of your position.

SHARE JESUS

- We are giving God our best by skillfully creating memorable worship moments and quality content communicates the importance of the Gospel message.

MAKE DISCIPLES.

- We are encouraging and engaging in individual worship practices, creating worship resources, and providing corporate worship opportunities to enrich the spiritual growth of our church.

From the moment you commit to being on this team, you have entered the position of a leader. Your team will rely on you to do what is needed for your position and people are watching the choices you make on and off the stage. You are accountable to your team and leadership to fulfill your new role as best you can. The best advice anyone can give is to remain in prayer and read your scripture. We know mistakes will be made, and you will never be asked to do this alone. You will lead together to create a culture that puts God and each other first.

VISION & VALUES

Hope City Worship Arts Core Values

- 1 BE HIGHLY ENERGIZED
- 2 BE HIGHLY ORGANIZED
- 3 BE HIGHLY RELATIONAL

How do I lead the Congregation?

- 1 KNOW THE MISSION
- 2 KNOW THE VISION
- 3 KNOW THE HEART

One expectation of the Worship Arts Team is that you will have completed the City Connect class. This is where you will learn about the mission, vision, and heart of Hope City. If you have not taken this course, you can still submit your application, however you will not appear on the schedule until that course has been completed.

Vision & Values

BE ABOVE REPROACH

The following are guidelines for the quality of life expected of all worship arts team members. When putting together these guidelines, I looked to I Peter 3:13-17, Titus 1:5-9, and 1 Timothy 4:12. The goal of these guidelines is that we as not just servants but leaders in this church should always be above reproach. Our lifestyle should be one that continuously brings glory to God.

ALCOHOL

We ask that all members of the Worship Arts Teams refrain from drinking in public settings. And all members are expected to remain sober in both public and private settings.

DRUGS

The use of illegal substances are strictly prohibited.

SEX

The Word of God is clear that any sexual relationship outside of the Biblical covenant of marriage is forbidden. Philippians 4:8 also instructs us to think on things that is true, honorable, just, pure, lovely, and commendable. In that, we are expected to keep our minds, eyes, and hearts pure by not viewing pornography or any other form of inappropriate media.

SOCIAL MEDIA

As a visible leader in the church, your personal social media feeds (e.g. Facebook, Instagram, X, TikTok) are a reflection of the church. All of the above expectations should be upheld in the photos, posts, and videos that you share (including videos you share from other sources). Please be diligent in making sure all posts are honoring the kingdom of God before posting and do not include profanity, sex, drugs, or alcohol.

Vision & Values

DRESS CODE 1 Samuel 16:7 says "... People look at the outward appearance, but the Lord looks at the heart." We acknowledge that although God is looking at our hearts, people still look at our outward appearance. Our dress should aim to show excellence just as we lead with excellence. This list is not made to condemn, reprimand, or target any individual person or people. It is to maintain a standard of excellence as our team expands. We understand that everyone has their own personal style and we want you to be able to express that while maintaining the standard listed below.

If you come wearing clothes that violates this list and do not have a change of clothes with you, for the sake of honoring the time of our worship team, you will be asked to sit out from that Sunday. If you are not sure if your outfit meets that criteria, you can send a picture to the worship pastor or a fellow team member before hand to check. If you are still unsure, you are encouraged to pick an outfit that you know falls within the guidelines listed on the following page.

Vision & Values

MEN'S DRESS CODE

- No Flip Flops
- Shoes should be clean and in good condition
- No Wide Neck Shirts (No chest hair should be seen)
- Thin button downs should have an under shirt
- No tank tops
- No T-shirts with brand or secular band graphics (graphic tees)
- Shirts should be an appropriate length as to not show midriff if untucked (should cover stomach when you raise your hands)
- Pants and jeans should not hug or cup anything (front or back)
- Neutral colors are preferred when serving on the media team--black, white, beige, and brown
- No hats, beanies or hoods should be worn when serving on the media team

WOMEN'S DRESS CODE

- No flip flops
- Shoes should be clean and in good condition
- Jewelry and accessories should not cause unnecessary noise
- Low cut tops should have an undershirt to cover cleavage (no nude colors)
- Midriff must be covered (should cover stomach when you raise your hands)
- Sheer garments should be accompanied with an appropriately colored under shirt (no nude colors)
- No T-shirts with brand or secular band graphics
- Dress and shirt sleeves should be at least 3 inches wide
- The thickness of your bra should protect from all temperatures
- Bra straps and padding must be covered at all times
- Bodycon dresses and skirts must be accompanied by a sweater, cardigan, or kimono that covers your bottom
- Dresses and skirts must come past the knees if not worn with leggings or tights
- Skinny pants and jeans must be worn with a top that is loose fitting.
- Neutral colors are preferred when serving on the photography team--black, white, and brown
- No hats, beanies or hoods should be worn when serving on the media team

Commitment

Being a part of the worship team requires a significant amount of time and effort. Please make sure to read the following closely so that you know what is being asked of every member of this team. All team members are expected to serve twice a month unless otherwise discussed with your team director.

COMMITTED TO CHRIST – Leading worship is an important responsibility as the Worship Team is one of the most visible places that a person can serve at our church. As a member of the Worship Team, you are automatically seen as a leader in the eyes of the congregation, and many people may approach you for spiritual guidance and encouragement. We cannot lead others where we are not willing to go ourselves. Each member of Hope City Worship Arts must call Jesus Christ their Lord. This is reflected in moral conduct on and off stage that indicates a pursuit of personal holiness and living in a way that is “above reproach”. Read Galatians 5:16-26. If more specific information on this requirement is needed, please contact the Worship Arts Pastor.

COMMITTED TO HONOR – Your commitment to participate as a Worship Leader requires a high level of trustworthiness and respect in several senses. This includes general character and integrity as well as things like humility, punctuality and dependability. Maintaining an attitude of humility and respect for fellow team members and the leadership team is essential. One of the great things about our team is the way we are always learning something new and tweaking the way we do things in order to improve. Our band lineup may look a little different every week, so we must be prepared to learn new ways of doing things, worship through new songs, use new technology and develop new skills as we grow together as a group. Additionally, the Worship Team isn’t a platform to showcase or affirm individual talents. Many of our musicians are of varying skill levels and backgrounds, and should be treated with respect and grace. We should always strive to operate with a sense of gratitude for the opportunity to serve, which is shown when we prepare privately, how we treat each other, and how we communicate. Please also respect the members of leadership within our church and the Worship Arts ministry. We believe everyone has been placed in their position with a purpose and calling. If you have a dispute with any member of leadership or any volunteers, please use the Matthew 18 principle.

COMMITTED TO THIS CHURCH FAMILY – Creating worship experiences may be what brings our team together, but we make the greatest impact through our personal relationships. While we do not require a membership at our church, we do expect you to consider Hope City your home church and to be a part of our community outside of just the Sundays you serve with the Worship Team. This means regularly attending church services if you are not scheduled to play, and participating in events outside of Sunday morning. In other words, we aren’t looking for team members that just want a “gig”. We are looking for people who want to serve their church family.

Commitment

COMMITTED TO EXCELLENCE – We believe excellence matters to God. Members of Hope United Worship must be able to demonstrate an appropriate level of skill for the specific area in which he or she wishes to serve, but it cannot stop there. We are looking for team-minded, trustworthy and flexible people who will take the commitment to the team seriously. Worship Team members must be dedicated to excellence in their respective fields and able to demonstrate consistent proficiency in their instrument. They must also be prepared, punctual and able to communicate effectively through the systems we have in place such as Planning Center Online. Essentially, we believe that being a servant-leader means being committed to becoming the very best you can be at what you do. This is not to be confused with perfection, which is certainly not the expectation. Instead, this dedication to excellence entails regular practice and growth exercises on a personal, spiritual, and corporate level, and always being open to learning new things as the needs of the ministry change.

COMMITTED TO COMMUNICATION - Communication with the Worship Pastor or other ministry leaders through Planning Center Online as to when you will be able to participate [as outlined in the communication procedures section of this document] is an extremely important part of your service. Failure to block out dates in PCO prior to the schedule being created will almost certainly lead to uneven distribution of serving opportunities throughout the team and an unfair burden on your leaders. Schedules can change and things can happen that unexpectedly prevent participation from time to time, but communication is key to our team working together effectively.

COMMITTED TO STEWARDSHIP - Serving on the Worship Arts team requires a significant amount of time from our volunteers. Our weekly schedule is outlined on the following page. On top of Sunday services, we ask for extra time commitment for special Sundays/Events like Easter and Christmas Eve services, which may add an extra service time. As Hope City grows, so do our events. Every major church event (shoe outreach, marriage conference, Heart of God, Revivals, etc) requires photography services. Every year there will be a calendar given to the team, as well as quarterly updates on events where photography is needed. We ask that all volunteers be available to serve at least once a month on a Sunday, and for special events as often as possible.

Commitment

SCHEDULES

SUNDAY

8:00 am - Team Arrival/Set Up in Foyer
8:15 am - Go over roles for the day
8:30 am - Sunday Team Meeting
9:00 am - 1st Service
11:00 am - 2nd Service

SPECIAL EVENTS

1.5 hours before event - Team Arrival/Set Up
1 hour before event - Go over roles for the day
- Pray Together

Communication

COMMUNICATION PROCEDURES

Since we have so many people working together in so many different ways each week, communication is a big part of serving with the Hope City Worship Team. Our church uses an online communication tool called Planning Center Online (or PCO for short) to coordinate all of the church's team members. When you join the Worship Team, a Planning Center Online account will be created for you using your email address. You will receive a welcome email from PCO containing instructions on how to setup your password. Once you have done that you can log in to your account and interact with PCO. Here is how we use PCO to communicate and schedule the Hope City Worship Team.

STEP 1 - Block Out Dates

The Hope City Photography Team is scheduled in 1 month periods. It is important to keep your blackout calendar accurate and up to date. If you do not block out a date, it is assumed that you are available to serve. You can find instructions on how to block out your unavailable dates at the following link: <http://bit.ly/PCOBLOCKOUTS>

STEP 2 - Requests to Serve

Once the schedule for a 1 month period is created, you will receive an email listing all of the dates and positions for which you are being requested to serve during that span. This email requires a response. You will need to either accept or decline the requests as promptly as possible. It is very important that you respond to these invitations as a simple way of saying, "Yes, I'll be there on that day to serve in that way." If you don't respond, the Photography Team Director may continue to bug you until you do, or find a replacement for your position on the dates for which you have not confirmed.

STEP 3 - Weekly Reminders

Every Monday at about 10:00 AM, the scheduled team members for the upcoming Sunday will receive an automated reminder that they have been scheduled to serve. This is simply a notification and requires no response. Be sure that you notify the Photography Team Director as quickly as possible if you cannot serve on a date for which you have previously confirmed.

Planning Center Services Mobile App

PCO has a useful app for iOS and Android that allows you to manage your profile, block out dates, review the weekly worship sets we have planned and accept invitations from your smartphone or tablet. Just search "Planning Center Services" in the app store and look for the green notepad icon.

Photography Team Interview

THE PROCESS

READ - Read this entire document to help determine if the Media Team is something you are still willing and able to be a part of. Most importantly, pray and seek God's direction in regard to your desire to audition. If you have questions or concerns, email info@hopecityrc.com.

APPLY - If you are interested in auditioning, complete the application provided on the last page and return it to the Worship Arts Director or any of the ministry leaders listed on page 14.

PREPARE - Once your application is received, you will be contacted via email to setup an individual interview in which you will be asked to either display previous photographs taken, or practice with the church's camera to help practice taking pictures that fit the brand of Hope City Church. If you do not have any experience with photography, it does not mean you cannot join the team. We just want to see what comes naturally to you, and help lead you to serving with excellence on the team. Be sure to prepare spiritually and mentally. Interviews will be held in person on the church campus.

Social Media Team Interview

THE PROCESS

READ - Read this entire document to help determine if the Worship/Photography Team is something you are still willing and able to be a part of. Most importantly, pray and seek God's direction in regard to your desire to join this team. If you have questions or concerns, email info@hopecityrc.com.

APPLY - If you are interested in joining complete the application provided on the last page and return it to the Worship Arts Director or any of the ministry leaders listed on page 19.

PREPARE - Once your application is received, you will be contacted via email to setup an individual interview in which you will be asked to either display any previously filmed content, or any graphics you have created in the past. You may also show any footage of you doing any promotions, to ensure your comfortability with being on camera. If you do not have any experience with social media content creation, it does not mean you cannot join the team. We just want to see what comes naturally to you, and help lead you to serving with excellence on the team. Be sure to prepare spiritually and mentally. Interviews will be held in person on the church campus.

Exchange Methods

Photography

All members of the photography team that is using a camera outside of HCC property must upload all content into the shared HCC google drive folder specifically for photos. If photography team member has a professional business and would prefer to send content through a business link, that is also acceptable. This method of exchanging content ensures that no SD cards are lost, and so that every member has access to one shared file. This folder will become available to access once member has completed all processes of joining the photography team.

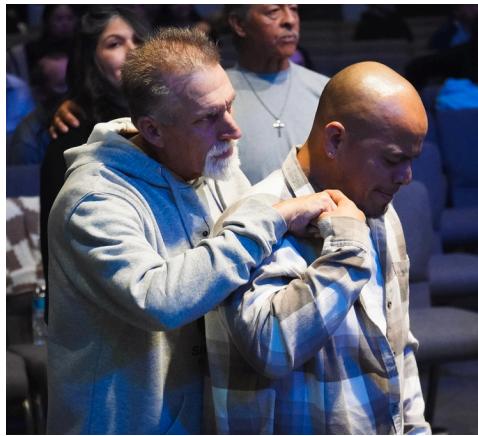
Social Media

All members of the social media team that is using a camera outside of HCC property must upload all content into the shared HCC google drive folder specifically for social media content. This method of exchanging content ensures that no SD cards are lost, and so that every member has access to one shared file. This folder will become available to access once member has completed all processes of joining the photography team.

Sample Photos

Hope City Branding for Photography

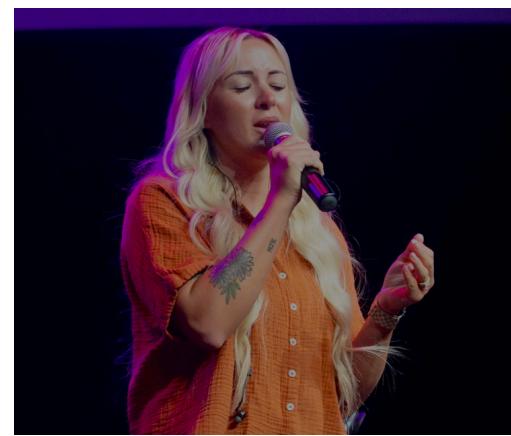
The following are examples of the type of photography we are looking for on a regular basis.



Moments of prayer at the altar



Posed pictures of families/friends or individuals



Worship leaders in action



Congregants serving on ministry teams



Special on-stage moments



Congregants worshipping God

Though we do look for specific shots, please remember to be Holy Spirit led when it comes to capturing moments like these. We are capturing what God Himself is doing at Hope City Church, and we want to give Him all the glory for it, including the shots that we capture.

Sample Photos

Hope City Branding for Photography

The following are examples of the type of photography we are looking for on a regular basis.



Moments in Nursery/Preschool



Candid moments with congregants



Detail shots of merch



Pastors or Speakers on stage



Kids Church moments



Baptism Celebrations

Though we do look for specific shots, please remember to be Holy Spirit led when it comes to capturing moments like these. We are capturing what God Himself is doing at Hope City Church, and we want to give Him all the glory for it, including the shots that we capture.

Social Media Content

Hope City Branding for Social Media

Hope City Church has a unique branding kit that signifies that any content such as graphics for events that we put on social media is for HCC.

Hope City Church's Color Palette

#8BA684

#000000

#F1EFE7

#5A6B56

#373636

#B1B3B1

Hope City Church's Font Palette

Montserrat Lexend Mega

BEBAS NEUE

Hope City Church's Logos



Social Media Content

Hope City's Social Media Content Examples

The branding for Hope City goes beyond a color and font palette, but it is also integrated in the content that we post on social media. All content posted to any HCC social media accounts should maintain HCC's mission statement which is: LOVE GOD, LOVE PEOPLE, SHARE JESUS and MAKE DISCIPLES. With that comes knowledge about what kind of trends to participate in and what trends not to participate in. For the sake of upholding our mission statement and our core values, we ask that any songs that are explicit in words or content be left out of all social media content.

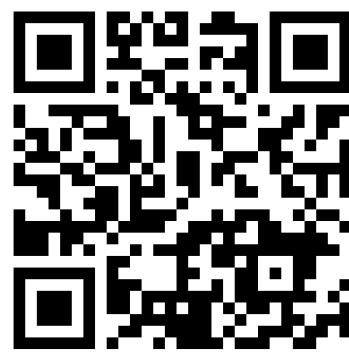
Instagram/Facebook Reels Content Examples



Text Over B-Roll



Funny Invites



Interview-Style

Instagram/Facebook Post Content Examples



Wishing HC Family
a happy holiday

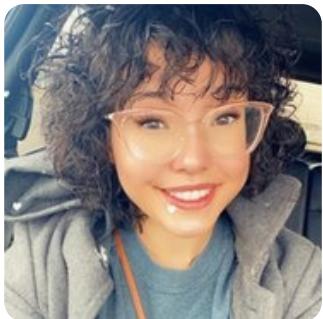


This month
at Hope City



Creative Events
Invitations

LEADERSHIP



Worship Arts
Pastor
Moriah Muncy
music@hopecityrc.com



Audio Visual
Director
AJ Rickets
sound@hopecityrc.com



Live Stream
Director
Russell Muncy
rustymuncy@live.com



Photography
and Social
Media
Director
Rosie Sanchez
info@hopecityrc.com

scan to fill out
the application



Music Director
TBD