



PRODUCTION TEAM TRAINING GUIDE

TABLE OF CONTENTS

Production Team.....2
Sunday Schedule.....8
General Team Information.....9

PRODUCTION TEAM TRAINING GUIDE

PRODUCTION TEAM

Welcome to City Point's production team! We are so excited you've shown interest in this ministry and can't wait to have you caught up to speed so you can begin serving with us. Before we throw you in the fire, we'd like to go over some basics to help you understand where we are coming from & what our ultimate goal is as a team.

TEAM VISION

Create excellent, distraction-free experiences that help people encounter God in services and online.

TEAM ROLE

We serve diligently behind the scenes to support our Teams and Pastors who serve on stage in any capacity of song, message, or video. With our serving, guests are able to hear the truth of God's Word and experience God in a unified worship environment.

- **PREPARING THE ELEMENTS.** We serve to create an immersive worship experience through technical elements. In placing Scripture, points or lyrics on the screens, seamlessly transitioning to a video, capturing the perfect shot, or even in changing the atmosphere with lighting, we enable guests to encounter and take their next step with God.
- **CREATING THE ENVIRONMENT.** We have the honor of enhancing the Spirit-filled environment of worship in our Church through sound, lighting, and general atmosphere. We are charged to protect this environment, keeping it distraction-free, while maintaining a spirit of excellence and authenticity.

PRODUCTION TEAM TRAINING GUIDE

TEAM RESPONSIBILITIES

PREPARE IN PRAYER: Pray God's heart for His people each and every time you serve. Ask God to move in a special way – to personally touch hearts, heal wounds and bring His lost children home. Pray for the specific, personal moment of intimacy with Jesus that would forever change their lives.

SERVE WHEN SCHEDULED: Contact your Team Leader when you need a replacement. Communication is crucial for building community and carrying out effective ministry, so please let your Team Leader know your availability to serve.

BE ON TIME: Please be respectful and arrive on time. Being prepared & ready to go helps ensure we can double-check all of our processes & equipment.

DRESS DISCREETLY: We ask that you avoid bright colored clothing in order to keep your movements subtle. No shorts, skirts or opened-toed shoes. Remember, we want to minimize distractions, not draw attention to them.

REMAIN POSITIONED: Be in your assigned position before the 5 minute countdown clock begins. Once we get into position, we serve throughout the entire service, facilitating every aspect of the audio and visual needs.

KEEP ATTENTIVE: Even if you do not have an immediate responsibility, please remain quiet and attentive. Your Team Leader will communicate changes and needs, as they arise.

SERVE WITH PASSION: We want you serving in your gifts and passions; in ministry that is an overflow of love and enjoyable to you. If this ministry is not a good fit and you would like to investigate a new ministry team, or if you need a break from serving for a season, do not hesitate to let your Team Leader know. This is why they are here - to walk through life with you!

DEFINE THE WIN: Remember, when people participate in worship, respond to the altar call or pray with someone at the end of service, we win!

PRODUCTION TEAM TRAINING GUIDE

TEAM POSITIONS

Our team consists of many different positions, all equally important to create an immersive worship experience.

CAMERA 1: Camera op assigned to our Blackmagic Design Studio 4k Pro G2.

- Location: In the sound booth
- Calltime: 7:30 AM
- Role: Capture singers & speakers with tight, intimate shots

CAMERA 2: Camera op assigned to our Blackmagic Design Studio 4k Pro G2.

- Location: In the sound booth
- Calltime: 7:30 AM
- Role: Capture wide shots of stage, & singers

CAMERA 3: Camera op assigned to our Blackmagic Design Studio 4k Pro G2

- Location: House Right / Stage Left
- Calltime: 7:30 AM
- Role: Capture dynamic mid range shots of singers & musicians

CAMERA 4: Camera op assigned to our Blackmagic Design Studio 4k Pro G2

- Location: House Left / Stage Right
- Calltime: 7:30 AM
- Role: Capture close-up shots of singers & musicians

CAMERA 5: Camera op assigned to our Canon C200

- Location: Roaming
- Calltime: 7:30 AM
- Role: Capture dynamic shots of singers & musicians on stage

CAMERA 6/7: Stationary shot with Panasonic G7

- Location: Stage left next to keys
- Role: Capture shots of keyboard and background instrumentalists

TECH DIRECTOR: ATEM & Computer operator in charge of switching & displaying all visual/audio elements

- Location: Video/Tech Room
- Calltime: 7:30 AM
- Role: Que visual elements, cut live show, switch programming for IMAG & online.

VIDEO DIRECTOR: The captain of the Video team that conducts the final product for individuals in the building and online.

- Location: Video/Tech Room
- Calltime: 7:30 AM
- Role: Gives vocal cues to camera operators & tech director

PRODUCTION TEAM TRAINING GUIDE

TEAM TERMINOLOGY

In order to communicate quickly & effectively, our team uses certain terms and phrases that every member of production should be familiar with:

- **CALLTIME:** The time you are expected to be at church ready to go. This includes making sure your equipment/software is prepped and ready to be used.
-

CAMERA OPERATION TERMS:

- **RIGHT THIRD SHOT:** Position subject on the right third of the frame.
- **LEFT THIRD SHOT:** Position subject on the left third of the frame.
- **CENTER THIRD SHOT:** Position subject on the center of the frame.
- **HOUSE LEFT/RIGHT:** The left or right side of the auditorium from the spectator's viewpoint facing the stage.
- **STAGE LEFT/RIGHT:** The left or right side of the auditorium from the perspective of the individual on stage.
- **READY (INSERT CAMERA NUMBER):** This phrase is used to alert the camera operator that the Video Switcher is about to go-live with their shot. The Video Director may give some last-second pointers to capture the best perspective possible. It's imperative that the Video Switcher responds by placing that Camera's shot in their preview window.
- **TAKE (INSERT CAMERA NUMBER):** This phrase alerts the camera operator that the Video Switcher has cut to their shot. It's important for the camera operator to hold their shot until AFTER the Video Director gives the "take" command to another camera. Also, the Video Switcher should immediately press the <CUT> button as soon as the Video Director gives the command.

PRODUCTION TEAM TRAINING GUIDE

- **QUE VIDEO/COUNTDOWN:** The Service Director will use this phrase to let both the FOH (front of house) & BOH (back of house) Computer Operators know we are about to go to a video. They will give the Computer Operators a countdown to ensure the videos are played in sync with each other.
- **FOCUS:** This is the region in an image with the potential to be as sharp as possible. Focusing your footage is essentially moving this region back & forth until your subject is at maximum sharpness.
- **ZOOM:** Making a subject appear closer or farther away in an image. Optical Zoom uses glass lenses to achieve magnification while Digital Zoom uses software to crop & magnify an image.
- **APERTURE:** The opening in a lens through which light is passed through. Typically represented in f-numbers like f/1.4, f/2, f/2.8, etc. The lower the number, the more light that comes through the lens which makes the final image brighter.
- **WHITE BALANCE:** The process of removing unrealistic color casts so that objects that appear white in person are rendered white in video. Typically this is adjusted through the color temperature of a light source (measured in Kelvin).
- **ISO:** Indicates a digital camera's sensitivity to light. The higher the ISO, the less "actual" light needed to produce an image. Some have referred to ISO as "digital" brightness.
- **SHUTTER SPEED:** The length of time camera shutter is open, exposing light onto the camera sensor. The longer the shutter speed, the more light hits the camera sensor, which ends up producing a blurrier effect on the image. A shorter shutter speed will produce a crisp image and in some cases, make the image look like it's "frozen" in time.

PRODUCTION TEAM TRAINING GUIDE

VIDEO SWITCHING TERMS:

- **ATEM SOFTWARE:** Our video switcher comes with software that allows us to add lower-thirds & adjust audio coming into the switcher. This software is located on the BOH iMac.
- **MULTIVIEW:** This is a monitor (or tv) that displays all the visual inputs for the Video Switcher & Director to see.
- **PROGRAM:** This is the live shot that everyone in-house & online are seeing.
- **PREVIEW:** This is the shot that we are about to go live with in-house & online.
- **ATEM SWITCHER:** Live production switcher that allows you to connect inputs, make cuts as well as use media to overlay on top of your video.
- **DOWNSTREAM KEYER (DSK):** The last layer of keying so they overlay all video switched to the main program. We usually use this feature on our switcher to show our lyrics and message points.
- **UPSTREAM KEYER (USK):** Layers of keying before your main program footage. Typically this is used for digital sets & effects.
- **PROPRESENTER:** This is the program we use to run lyrics, message points, and videos from both our iMacs.
- **IMAG:** IMAG or image magnification, is a term used to describe large-scale video projection to enable audience members seated at a distance to clearly see body language & facial expressions that could not be seen with the unaided eye.

PRODUCTION TEAM TRAINING GUIDE

TRAINING TIMELINE

Onboarding takes place over a 4-week period, with each week designed to increase your knowledge & understanding of your role.

1. WEEK 1 - Observe
2. WEEK 2 - Shadow
3. WEEK 3 - Reverse Shadow
4. WEEK 4 - First Solo

We believe this training timeline ensures that all new members are resourced & equipped to execute their roles in an efficient and thorough manner.

PRODUCTION TEAM TRAINING GUIDE

SUNDAY SCHEDULE

7:30	ARRIVE
7:45	REHEARSAL BEGINS
8:15	HUDDLE
8:35	RECORDING BEGINS
8:40	5 MINUTE COUNTDOWN
8:40	IN POSITION
8:45	1ST SERVICE BEGINS
9:55	1ST SERVICE ENDS
10:05	STREAM BEGINS
10:10	5 MINUTE COUNTDOWN
10:10	IN POSITION
10:15	2ND SERVICE BEGINS
11:20	2ND SERVICE ENDS
11:25	BREAK
11:35	RECORDING BEGINS
11:40	5 MINUTE COUNTDOWN
11:40	IN POSITION
11:45	3RD SERVICE BEGINS
12:45	3RD SERVICE ENDS
12:50	TEARDOWN / EXIT

GENERAL TEAM INFORMATION

PLANNING CENTER

Planning Center Online (planningcenteronline.com) is our one source of information regarding scheduling, service flow, communication between team members, and service times and information. You have access to this via web browsers and mobile devices. It is important that you log on and update your preferences including how often you would like to be involved, service position preferences, and blocking-out dates for upcoming months. If you are unable to make a scheduled service, then you must decline so that the Team Leader can make alternative arrangements. Once you have committed to a service it is important to be available for the arrival time on Sunday.

THREE SERVICES

Currently, we have three services on a Sunday; 8:45 AM, 10:15 AM & 11:45 AM. We only stream the second service, however, due to our recent IMAG integration, all camera operators & directors are to remain serving to cut our live experience in the auditorium. We understand this means production team members will not be able to attend service when they are scheduled. This is why we encourage our team members to listen to the message afterward and attend service when you're not scheduled. We believe there is a distinct difference between working a service and attending one, and it's extremely important that we take time to receive what God has for us on Sundays.

PARKING

We honor our guests by giving them preferred parking. We ask that all Team Members park away from high-traffic areas.

MxU PLATFORM

Technology in the production industry is constantly changing, which is why we give all of our team members access to ongoing training through the MxU platform. Just ask your Team Leader and they will get your login info setup.