

CedarCreek LivingItOut Team - Proofer

MISSION: CedarCreek exists to introduce people to Jesus and the life-changing adventure with him.

TEAM VISION

The LivingItOut Team exemplifies CedarCreek's value that every person matters to God by using their gifts to create the weekly LivingItOut Bible Study.

LivingItOut TEAM'S GUIDING SCRIPTURE

But these are written so that you may continue to believe^[a] that Jesus is the Messiah, the Son of God, and that by believing in him you will have life by the power of his name.
John 20:31

OUR TEAM ROLE:

The LivingItOut team creates a weekly bible study for the purpose of helping CedarCreek attenders live out the message of the weekend service.

HOW DO WE DO THIS:

We let the G.U.E.S.T. principles guide every opportunity and interaction:

- God's Heart – *we want every guest to know they matter to God and to us.*
- Upbeat – *we are fun, positive people who make an amazing first impression.*
- Excellence – *our attention to detail shows our guest we care.*
- Seize Wow Opportunities – *make their experience something they can't wait to share with others.*
- Take a Next Step – *we are always looking for opportunities to help guests take a next step.*

SCHEDULE

- The LivingItOut is produced weekly beginning Wednesdays for writers and concluding Saturdays for proofers.
- Team Members have the opportunity to proof each month. Sign ups are completed through planning center.
- Proofing happens on Saturdays from 9am-11am each week via a shared Google Doc.

TEAM RESPONSIBILITIES

- **Choose a serve opportunity.** Be familiar with Planning Center and sign up at least once per month.
- **Attend the weekend service.**
- **Be familiar with and living out the four principles of the life-changing adventure, or spiritual journey, to Know God, Find Freedom, Discover Purpose and Make a Difference.** These four principles are central to how people spiritually grow and are how we communicate what we see God doing in peoples' lives throughout Scripture and today.
- **Prepare in prayer.** Pray for God's heart for people each and every time you serve. Ask God how you can put someone else at ease and for the Lord to use you today.

- **Proofer's focus:**

- Be thoroughly familiar with the proper formatting rules found in the LIO Style guide.
- Check for proper spelling, grammar and punctuation.
- Verify each devotion meets formatting guidelines, and adjust as necessary.
- Verify consistency of tone throughout each devotion.
- Complete proofing in a prompt fashion to keep the publication on schedule.
- Pre-record link is available in the weekly email should you wish to view; however, it is not required.

TEAM RESULTS

Guests are shown how much they matter to God and how much they matter to us. Through the creative writing of the LivingItOut team, guests are challenged to live out the weekend message and take a next step on their life-changing adventure or spiritual journey.

HOW TO JOIN THE TEAM

- *Complete GrowthTrack*
- *Complete DreamTeam Member Application*
- *Complete DreamTeam member Interview*
- *Participate in practice proofing exercises.*
- *Join the team!*