

artsteam guide

CEDARCREEKCHURCH

Welcome.

We are so grateful you have chosen to serve as a vital part of our DreamTeam. Thank you for partnering with us to create an incredible first-time experience for every guest at our church, ensuring every guest feels loved and knows they matter to God and to us.

This handbook is designed to help you find information that is applicable to the Music and Production DreamTeam members.

On Mission

The DreamTeam is a group of incredible people on mission to show every guest they matter by living out their God-given purpose to make an eternal difference.

MISSION STATEMENT:

We exist to introduce people to Jesus and the life-changing adventure with him.

2

Dreaming Together

We are a team of people working and dreaming about the mission God has for us. Every single weekend, the DreamTeam understands that we are in the business of introducing people to Jesus and the life-changing adventure with him. That's what it means to make an eternal difference. It's all about God - what he is doing around and through all of us to reach those who are far from him, and to draw each of us toward loving others the way Christ loved us.

No Matter the Role

We understand that seemingly insignificant acts in the hands of an all-powerful God create eternal moments that change people's lives.

Privileged to Serve

We view the opportunity to serve our guests on the weekend as a “Get To” experience and not a “Have To” experience. We understand that we’re here to accomplish something bigger than ourselves and it’s a privilege to serve on this team. We’re honored and thankful to God for choosing us.

On a Journey and Helping Others

The ultimate role of the DreamTeam is to love others the way Christ loved us, helping them to take a next step in their spiritual journey.

To help someone else **KNOW GOD**

To help someone else **FIND FREEDOM**

To help someone else **DISCOVER PURPOSE**

To help someone else **MAKE A DIFFERENCE**

Becoming a Part of the DreamTeam

Is an honor because we get to serve God in the mission he has for our church and the communities we serve.

To equip every member of the team and ensure the Arts Team is the best fit, we require Arts Team members to take these steps before serving:

- 1 Complete GrowthTrack
- 2 Complete application
- 3 Participate in interview
 - a. Audition (MUSIC TEAM ONLY)
- 4 Begin the training/shadowing process
- 5 Sign agreement

We gather to dream & celebrate:

DreamTeam Launch

At the beginning of each ministry year, we gather for a night filled with vision, inspiration, and worship. As a DreamTeam member, we ask that you join us to prayerfully and humbly trust God to accomplish great things in the upcoming ministry year.

DreamTeam Celebration

Once a year, just before spring, we throw a party for our amazing DreamTeam. It is a night filled with celebration as we honor our team members for the ways they are making a difference by living out their purpose.

G

GOD'S HEART

We want every guest to know that they matter to God and they matter to us.

U

UPBEAT

We create a fun and positive environment to make an amazing first impression and for the team to serve.

E

EXCELLENCE

We pay attention to details because it shows our guests we care.

S

SEIZE WOW OPPORTUNITIES

We are always looking for ways to make every guest's experience something they can't wait to share with others.

T

TAKE THE NEXT STEPS

We want every interaction to point guests to their next step on the spiritual journey.

Know God
Find Freedom
Discover Purpose
Make a Difference

Our Vision

Create an excellent and distraction-free environment that allows guests to engage with biblical teaching and worship God.

Our Music Teams

All Music Team members should strive to learn and replicate the specific parts from the studio tracks posted on Planning Center.

VOCALS

Lead Vocal: A lead vocalist is responsible for performing songs at a high level of excellence, must be able to replicate the character and meaning of songs with precision, and must have great storytelling stage presence.

Background Vocal Melody (BGVM):

A background vocalist is responsible for memorizing all lyrics and melody to each song, learning the original vocal phrasing, and being flexible to adjust to live vocalists' phrasing. Continual pursuit of vocal ability growth.

Background Vocal Harmony (BGVH):

A background vocal harmony is responsible for memorizing all lyrics, learning the melody and harmony to each song, learning the original vocal phrasing, and being flexible to adjust to live vocalists' phrasing. Continual pursuit of vocal ability growth is needed.

INSTRUMENTALISTS

Drums: Drummers are responsible for locking in with the bassist and click track, paying attention to kick/snare patterns, “communicating” transitions with appropriate fills, and learning any unique drum patterns in the song. The drummer is also responsible for running tracks and needs to have a basic understanding of Ableton.

Keys: Key players are responsible in the worship context for keeping things simple and avoiding overplaying, especially with the left hand. Familiarize yourself with the Mainstage application and how to play with sounds other than piano (pad, organ, Rhodes, synth, etc.).

Electric Rhythm Guitar: Rhythm guitarists are responsible for having a good knowledge of chords and rhythms, being able to lock in with the bass and drums (the rhythm section), playing secondary lead parts when necessary, and recreating the feel/character of the original song’s rhythm guitar part.

Electric Lead Guitar: Lead guitarists are responsible for having a good knowledge of chord inversions and scales and being able to play the hook or main riff of the songs while not overplaying.

Acoustic Guitar: Acoustic guitarists are responsible for having a good knowledge

of chords and rhythms, being able to lock in with the bass and drums (the rhythm section), and having a good knowledge of acoustic guitar techniques (strumming, finger picking, chord arpeggiating, etc.) as well as how to use a capo and how to play in different chord shapes.

Bass Guitar: Bass guitarists are responsible for locking in with the drummer and click track, paying attention to kick-snare patterns, and learning any unique bass patterns in the song.

Our Production Teams

Camera Operator: Camera operators are responsible for operating a video camera and maintaining composition and camera angles throughout the weekend services based on our standards.

Sound Tech: The sound tech manages all aspects of audio, including the house mix, stereo in-ear monitor mixes for the band, and the mixes for the lobbies and video room.

Video Director: The video director oversees the onscreen experience in the auditorium and oversees the camera and computer volunteers.

Computer Operator: The computer operator is responsible for cueing slides, videos, and other visual media.

Backstage Assistant/Stagehand: The backstage assistant helps facilitate stage traffic and onstage transitions, as well as managing stage equipment and props.

Lighting Technician: The lighting tech is responsible for operating the lighting console as well as controlling and cueing all stage and auditorium lighting.

Producer: The producer ties together music and the production to ensure everyone is working together. The producer is an advocate for the guest and helps to make the experience as excellent as possible while looking at service elements through the lens of a guest's perspective.

Your Serving Experience: A huddle for a sports team is the act of a team gathering together, usually in a tight circle, to strategize, motivate, or celebrate. Similarly, each weekend, we will gather as a team to equip you as a DreamTeam member to be on mission with others in purpose and vision for the weekend services.

Best Practices

- Be a servant: Have an “It’s not about me” attitude.
- Be a team player: Become part of the CedarCreek Arts community.
- Be excellent: Know your responsibilities and be familiar with the service order when you show up.
- Ask questions before rehearsal and run-throughs, and be ready to adjust as needed.
- Be teachable: Coaching is essential for growth. No one is as good alone as we are together.
- Be on time: If you’re early, you’re on time; if you’re on time, you’re late.
- Be consistent: Live out our core values both at church while serving, and in your personal life.
- Attend your DreamTeam huddle each week.
- Check in each time you serve (including rehearsals). This helps us know the health of our teams and care for you as a DreamTeam member.
- Review the service order and other necessary elements of service before arrival.
- Our standard for serving in the arts is to serve for every weekend service. If you are unable to do this, please talk this through with your Arts Director.

Music Team Dress Code

<https://creekhelp.com/wp-content/uploads/Music-DressCode.pdf>

Production Team Dress Code

One of the goals of the Production Team is to serve behind the scenes. In order to not distract our guests, we ask our DreamTeam members wear dark jeans or pants with no holes and a CedarCreek production shirt when you serve. If you prefer to wear a hat, it must be a CedarCreek production hat or beanie. Your first production t-shirt and optional are provided at no cost to you. Please keep in mind that you represent CedarCreek and its mission when you wear the production apparel. Production apparel should only be worn when you are scheduled to serve on the weekend team.

How You Will Be Scheduled

Planning Center is an online system we use to schedule team members and communicate throughout the week. You will be given the opportunity to set up a username and password to login and review the service plan, as well as respond to scheduling requests. If something comes up that prevents you from serving, we ask you log in and decline the serving position so we can open up that opportunity to other DreamTeam members.

Your DreamTeam Leaders

Coordinator

- Pray for DreamTeam Coaches daily
- Oversee ministry area: vision, mission, strategy, and execution
- Schedule teams
- Provide stories of DreamTeam wins and celebrations
- Develop the DreamTeam culture of being on mission together as we make a difference

Coach

- Pray, care for, and lead team members
- Develop the DreamTeam culture of being on mission together as we make a difference
- Equip team members and identify areas where training is needed
- Maintain DreamTeam culture of being on mission together as we make a difference
- Protect DreamTeam culture
- Communicate weekly with team members
- Care for team members
- Help every DreamTeam member feel known and needed
- Celebrate team wins and share those

Shadow/Mentor Process

We ask for our new DreamTeam members to shadow their position first, before getting scheduled on a weekend on their own. Each week you shadow, your coach will guide you through specific processes during mid-week rehearsal and on the weekends. This shadow period could vary in length, but allows for you to build confidence and to actively understand the expectations that are a part of a weekend service.

Along with your Campus Arts Director/Music Coordinator, we set you up with a mentor from your position to be a contact and resource if you have questions or need any help.

We want our DreamTeam members to feel confident and equipped. Training, shadowing, and ongoing feedback are some of the methods we use to help our team learn, grow, and excel.

Kids Policy

DreamTeam members play a critical role in the weekend experience. We ask that kids, friends, and family not accompany you while you're serving, as it can be a distraction to you and the others. In addition, there is a two-service limit for children in our Kids Ministry for weekend DreamTeam members. Please make alternate arrangements for children.

Technical Support

Technology plays a big role in our weekend service. If something is not working correctly, please submit a ticket by going to CreekHelp.com and clicking the big blue “Support Ticket” icon on the left. We have on-call staff that are waiting to respond and support you, and a ticket is the best way for you to get support from the right person based on priority of tickets received.

14

Personal Use of Social Networks

As a DreamTeam member of CedarCreek Church, you are seen by our guests, members, and outside parties as a representative of the church. As we work together to lead people to take their next steps with Jesus, we encourage you to guard your influence when you:

- Engage with current events on social media
- Engage with political issues on social media
- Engage negatively with or about another person on social media
- Share aspects of your personal life on social media

Production Team Roles

GUIDING SCRIPTURE

1 Peter 4:10

God has given each of you a gift from his great variety of spiritual gifts. Use them well to serve one another.

Ephesians 6:7

Work with enthusiasm, as though you were working for the Lord rather than for people.

TEAM ROLE

The Production Team makes a difference by working behind the scenes to produce an excellent, distraction-free service so our attenders can fully engage and take a next step toward Jesus. This includes lighting, audio, video, and other elements in the auditorium during the weekend service.

TEAM RESULTS

As a Production Team, we accomplish the mission of the church by executing the weekend service plan through lighting, audio, video, and other elements. It is a win for our team if we:

1. Work together as a team
2. Prepare ahead of time
3. Improve through feedback and a willingness to always learn more
4. Execute the responsibilities of our positions with excellence

AUDIO TECH

Schedule: This is an approximate time commitment and may vary by campus:

Saturday: 2:30-6:30pm

Sunday: 7:45am-12:30pm

Responsibilities:

- Review the service plan and music before arriving to rehearsal.
- Work with the band to ensure they have personal mixes that allow them to perform to the best of their ability.
- Mix the house in a way that reflects the studio track.
- Keep the level in house at or below our 95dBa limit.
- Build out the service program in a way where scene changes are not audible, and transitions are smooth and distraction free.
- Ensure audio is routed to the correct destinations with the correct levels, including the videobooth, cctv, IEMs, lobby, etc.

BACKSTAGE ASSISTANT

Schedule: This is an approximate time commitment and may vary by campus:

Saturday: 2:30-6:30pm

Sunday: 7:45am-12:30pm

Responsibilities:

- Prepare/assign microphones as directed by the audio tech.
- Ensure smooth transitions and accurate placement of onstage props/equipment.
- Communicate with bands, pastors, and campus hosts about when they are due to stage, what is coming next, adjustments to service, etc.
- Be available and attentive during service to assist other team members.
- Keep stage clean, clear of unused or unneeded items (i.e. mic stands during message).
- Sweep/mop the stage floor as needed.

COMPUTER OPERATOR

Schedule: This is an approximate time commitment and may vary by campus:

Saturday: 2:30-6:30pm

Sunday: 7:45am-12:30pm

Responsibilities:

- Review order of service and listen to songs on Planning Center before the weekend service to best facilitate timely worship lyrics, visual elements, and confidence slides.
- Communicate with other Production Team members to help execute timely transitions and cues.
- Communicate effectively with other Production Team members regarding service progress and updates in Slack.
- Ensure that each service is recorded, labeled, and archived.
- Upon arrival, check ProPresenter and PVP for accurate slides and media, as well as work with the switcher/video director to ensure everything is functioning correctly.

LIGHTING TECH

Schedule: This is an approximate time commitment and may vary by campus:

Saturday: 2:30-6:30pm

Sunday: 7:45am-12:30pm

Responsibilities:

- Ensure that all fixtures are powered on and functioning correctly.
- Review Planning Center midweek to familiarize yourself with the songs and lyric sheets.
- Execute lighting transitions as notated on the lyric sheets and service plan.
- Ensure a balanced amount of haze in the room throughout the service.
- Make sure lights are up on any onstage talent before they speak or sing.
- Be mindful of cue list, what's happening on stage, and lighting console (3-point check) to ensure smooth transitions.
 - Keep lighting console free of papers and other items.
- Be mindful of house lighting for each element of service.
- Follow proper setup and shut down procedures as defined on CreekHelp.com.

PRODUCER

Schedule: This is an approximate time commitment and may vary by campus:

Saturday: 2:30-6:30pm

Sunday: 7:45am-12:30pm

Responsibilities:

- Arrive on Saturday with a working knowledge of service.
- Connect with other team members to answer their questions about service.
- Observe run-through and service through the eyes of a guest, and help initiate necessary changes to help service be as excellent as possible.
- Rely on experience in other production positions in order to communicate effectively. Shadow and train in other positions as needed.
- Ensure the different production positions are well informed and working together.
- Communicate with the teams before, during, and after run-throughs and services to help solve problems, tighten up transitions, communicate changes, etc.
- Lead the teams through service via radio and in-person communication.
- Strive to make the service the best it can be by leading and unifying the different teams.

Music Team Roles

GUIDING SCRIPTURE

Colossians 3:16-17

Let the message about Christ, in all its richness, fill your lives. Teach and counsel each other with all the wisdom he gives. Sing psalms and hymns and spiritual songs to God with thankful hearts. And whatever you do or say, do it as a representative of the Lord Jesus, giving thanks through him to God the Father.

TEAM ROLE

The way the Music Team makes a difference is by using the purpose we've personally discovered to create an environment where people can encounter and experience Jesus.

TEAM RESULTS

We continue to learn more about our purpose, grow in our abilities, and live in unity.

GENERAL REQUIREMENTS

- Availability to serve outside of weekend services for ministry areas (Students, Kids) and special events
- Working knowledge of major, minor, and pentatonic scales
- Growing knowledge of techniques and playing styles for your instrument
- Ability to sing/play with a click track
- Ability to learn and replicate specific parts for each song with precision

JOIN THE TEAM

Fill Out an Application

When you fill out an application, this lets us know you have read and understood the overall roles and responsibilities document and you would like to continue in the process.

Interview/Audition

We would love to set up a time with you to get to know you. We will ask you a few questions so we can see where your experience is.

After the interview, we schedule an audition so we can see and hear you in action.

Shadow/Mentor Process

We ask for our new DreamTeam members to shadow their position first before getting scheduled on a weekend on their own. Each week you shadow, your coach will guide you through specific processes during mid-week rehearsal and on the weekends. This shadow period could vary in length, but allows for you to build confidence on stage and to actively understand the expectations that are a part of a weekend service.

Along with your Campus Arts Director/Music Coordinator, we set you up with a mentor from your position to be a contact and a resource if you have any questions or need any help.

DRUMS

Schedule: We ask 13-15 hours between rehearsal and services, and 1-2 hours of personal practice time during the week.

Wednesday Rehearsal: 7-9pm

Saturday: 2:30-6:30pm

Sunday: 7:45am-12:30pm

Description: Being a good drummer means locking in with the bassist and click track, paying attention to kick-snare patterns, “communicating” transitions with appropriate fills, and learning any unique drum patterns in the song.

Gear:

- Player provides: sticks (recommended 5a)
- CedarCreek provides: drums
- Optional gear: Throne, kick pedal

ELECTRIC RHYTHM GUITAR

Schedule: We ask 13-15 hours between rehearsal and services, and 1-2 hours of personal practice time during the week.

Wednesday Rehearsal: 7-9pm

Saturday: 2:30-6:30pm

Sunday: 7:45am-12:30pm

Description: Being a good rhythm guitarist means having a good knowledge of chords and rhythms, being able to lock in with the bass and drums (the rhythm section), playing secondary lead parts when necessary, and recreating the feel/character of the original song's rhythm guitar part.

Gear:

- Player provides: picks, strings, strap, electric guitar (Telecaster, Duesenberg Hollow Body, Gretsch Pro Jet, or similar approved guitar)
- CedarCreek provides: Kemper, instrument cable
- Optional gear: instrument cable, external tuner pedal, pedal board, amp modeler

ELECTRIC LEAD GUITAR

Schedule: We ask 13-15 hours between rehearsal and services, and 1-2 hours of personal practice time during the week.

Wednesday Rehearsal: 7-9pm

Saturday: 2:30-6:30pm

Sunday: 7:45am-12:30pm

Description: Being a good lead guitarist means having a good knowledge of chord inversions and scales and being able to play the hook or main riff of the songs while not overplaying. Must pass rhythm audition.

Gear:

- Player provides: picks, strings, strap, electric guitar (Telecaster, Duesenberg Hollow Body, Gretsch Pro Jet, or similar approved guitar)
- CedarCreek provides: Kemper, instrument cable
- Optional gear: instrument cable, external tuner pedal, pedal board, amp modeler

ACOUSTIC GUITAR

Schedule: We ask 13-15 hours between rehearsal and services, and 1-2 hours of personal practice time during the week.

Wednesday Rehearsal: 7-9pm

Saturday: 2:30-6:30pm

Sunday: 7:45am-12:30pm

Description: This role requires having a good knowledge of chords and rhythms, being able to lock in with the bass and drums (the rhythm section), and having a good knowledge of acoustic guitar techniques (strumming, finger picking, chord arpeggiating, etc.), how to use a capo, and how to play in different chord shapes.

Gear:

- Player provides: picks, strings, strap, capo, acoustic guitar with pickup installed
- CedarCreek provides: direct box, instrument cable, tuning pedal
- Optional gear: headstock tuner

BASS GUITAR

Schedule: We ask 13-15 hours between rehearsal and services, and 1-2 hours of personal practice time during the week.

Wednesday Rehearsal: 7-9pm

Saturday: 2:30-6:30pm

Sunday: 7:45am-12:30pm

Description: Being a good bass player means locking in with the drummer and click track, paying attention to kick-snare patterns, and learning any unique bass patterns in the song.

Gear:

- Player provides: Bass guitar
- CedarCreek provides: direct box, instrument cable, tuning pedal
- Optional gear: instrument cable

KEYS

Schedule: We ask 13-15 hours between rehearsal and services, and 1-2 hours of personal practice time during the week.

Wednesday Rehearsal: 7-9pm

Saturday: 2:30-6:30pm

Sunday: 7:45am-12:30pm

Description: Being a good keys player in a worship context means keeping things simple and avoiding overplaying, especially with the left hand. Familiarize yourself with how to play with sounds other than piano (pad, organ, Rhodes, synth, etc.). Some songs have specific parts—know these parts rather than just chording.

Gear:

- Player provides: fingers
- CedarCreek provides: Studiologic SL-88 midi keyboard, mainstage laptop

VOCALS

Schedule: We ask 13-15 hours between rehearsal and services, and 1-2 hours of personal practice time during the week.

Wednesday Rehearsal: 7-9pm

Saturday: 2:30-6:30pm

Sunday: 7:45am-12:30pm

LEAD VOCALS

Description: Being a good lead vocal means being able to perform songs at a high level of excellence, being able to replicate the character and meaning of songs with precision, and having great storytelling stage presence. It requires mastery of your vocal abilities and a continual pursuit of vocal ability growth, as well as a vocal quality that is easy to sing with and listen to, and that fits well in front of a full band mix. Must also pass BGV melody and harmony audition.

BACKGROUND VOCAL MELODY (BGVM)

Description: Being a good BGVM means memorizing all lyrics and the melody to each song, learning the original vocal phrasing, and being flexible to adjust to live vocalists' phrasing. It requires continual pursuit of vocal ability growth.

BACKGROUND VOCAL HARMONY (BGVH)

Description: Being a good BGVH means memorizing all lyrics, learning the melody and harmony to each song, learning the original vocal phrasing, and being flexible to adjust to live vocalists' phrasing. It requires continual pursuit of vocal ability growth.