



THE CORNERS CHAPEL

# PRODUCTION TEAM

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## TRANSITION PLAYBOOK



## Introducing the NEW Production Team

Our church is entering a new season!

While at surface level, the switch to our new entrance may seem minor and unimportant, we're using this opportunity to restructure almost every one of our Sunday serve teams. The heart behind this restructure is to create more opportunities to serve, spread out the load, and invite more people into the joy of serving. Could the team structure be simplified? Yes. But the reason we're hoping to expand this team is to steer away from a small group of people carrying all of the heavy responsibilities week after week. This new approach allows more people to participate and ensures no one carries the weight alone.

For those of you who have been serving week after week (some of you even getting phone calls while you were on vacation) thank you. We quite literally would not be where we are without your faithfulness. Your willingness to go above and beyond has carried this ministry through seasons where the load was heavy. Please hear this: change does not mean we value you any less. In fact, it's because of your dedication that we can now dream bigger and invite more people into what you've helped build. This restructure isn't about replacing you; it's about multiplying you. We want to honor your sacrifice by ensuring you don't have to carry it alone anymore.

As you already know, while the Production Team exists to make Sunday mornings possible, it's not about a performance. We're not trying to create an experience, or fabricating a show. It's about doing our best to remove distractions so people can have a genuine encounter with God. Furthermore, it's an opportunity for us, through our different gifts and passions, to serve the body of Christ and glorify Him together. So our heart hasn't changed. However, the structure and roles have. With that said, here's the NEW Production Team.



## Production Team Structure

Our Production Team is made up of five unique teams—Tech, Sound, Visuals, Capture, and Photo. Each has its own lane, responsibilities, and leader, and all are vital to creating a distraction-free environment. But with five teams working side by side, **it's crucial that we honor each other's roles** and not step on toes. The Photo Team shouldn't reorganize Sound's equipment, the Visuals Team doesn't need to manage the Capture Team's flow. The Tech Team should not be trying to manage the overall volume of the room, and so on. Input and ideas are always welcome, but they should be shared with the right Team Lead. When each team focuses on its area while collaborating with the others, the whole Production ministry functions smoothly, and no one carries a weight they weren't meant to.

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## Tech Team

**Team Lead:** Tom Porter

The Tech Team is the backbone of our Production ministry, ensuring that our Worship Center is ready for people to gather each Sunday. As a portable church, nothing happens without this team. Two people serve each week on a four-week rotation, arriving early to work alongside the Music and Sound Team in setting up all the essential equipment. During the service, the Tech Team is “on call” and available to assist if needed, but **they should only step in when requested**. Sometimes too many problem-solvers working at once can create more confusion than clarity, so their role during the service is one of attentiveness and readiness, not constant action. After service, they return to lead teardown and ensure everything is packed and stored properly.

Beyond Sunday mornings, the Tech Team also plays a vital role in keeping track of inventory, organizing storage, and recommending equipment needs so we can steward our resources wisely. This role is not about being in the spotlight. It's about faithfully building the platform on which everything else takes place. Their diligence removes distractions and creates a space where people can hear the Word of God and worship without hindrance.

- Arrival Time: 8:00 AM
- Best Fit: People who are dependable, detail-oriented, and enjoy working with their hands behind the scenes. Problem-solvers who can stay calm and collaborative when challenges arise.

# Sound Team

**Team Lead:** Mason Scott

The Sound Team shapes the audio experience in the room. **It's not just about making sure voices and instruments are heard.** It's about creating an environment where people can focus on worship without distraction. The Sound Team should arrive early at 8:00 AM to set up, run a line check with the Music Team, and make adjustments to the mix. During the service, they ensure the message and music are balanced and clear both in the house and on the stream. Afterward, they assist with teardown, helping pack and store equipment properly. This role requires both technical skill and a sensitive ear, recognizing that what people hear greatly influences how they worship. The Sound Team doesn't just run audio. They serve the entire congregation by helping the Word of God and the praises of His people be heard with excellence.

- Arrival Time: 8:00 AM
- Best Fit: People who have an ear for music, patience for fine-tuning details, and the ability to troubleshoot calmly when needed.

# Visuals Team

**Team Lead:** Dakota Noble

The Visuals Team helps lead the room in worship by ensuring lyrics, slides, and media are displayed clearly and at the right moments. This role is about focus and preparation. **Team members are expected to listen to the week's music in advance**, and review the Order of Service before arriving on Sundays so they can anticipate transitions and understand the flow of the songs. On Sundays, they arrive at 8:45 to attend the production meeting, run through, test the videos, and confirm that everything is ready before the service begins. Their commitment ensures that nothing distracts the congregation from engaging fully. In this role, faithfulness and attentiveness directly shape how easy it is for people to participate in worship and follow along with the message.

- Arrival Time: 8:45 AM
- Best Fit: People who are attentive to detail, comfortable with computers, and can stay calm under pressure. A good eye for flow and timing is a plus.

# Capture Team

**Team Lead:** Nathan Ariza

The Capture Team exists to extend the ministry of our Sundays beyond the walls of our building. This two-person team captures the “feel of the room” for our online audience. One person operates the camera, while the other handles the video switcher. They aren’t just filming an event; they are telling the story of what God is doing in the room, allowing those watching from home to participate. They serve for the entire service, ensuring that the stream is smooth, dynamic, and inviting. While unseen in the room, their work has a global reach and allows our church to encourage, disciple, and witness to people far beyond our local gathering.

This was formerly called the Video Team, but we intentionally changed the name to Capture Team because **the focus isn’t just on video production. It’s about capturing the feel and motion in the room.** We don’t want our shots to feel static or stationary; we want to create a sense of movement that mirrors what’s happening in the room itself. Eventually, we hope to add a handheld camera in the room to bring even more motion and intimacy to what we capture, but that will be a next step as our team and resources grow.

- Arrival Time: 8:30 AM
- Best Fit: People who are dependable and detail-oriented, with a creative eye for storytelling through video.

# Photo Team

**Team Lead:** Micaiah Jones

The Photo Team captures meaningful moments in the life of our church. They are giving us a way to celebrate, remember, and share our journey together. By quietly moving around the room and documenting services, events, and gatherings, they create a visual record that blesses both our church family and those who find us online. While **this role hasn’t changed with this restructure**, its importance remains.

- Arrival Time: 9:30 AM
- Best Fit: People who have an eye for capturing authentic moments, are comfortable with a camera, and can move unobtrusively in a worship environment.

# A Typical Sunday Team

Each Sunday, the goal is for our Production Team to have eight people actively serving. Seven are spread across the Tech, Sound, Visuals, Capture, and Photo Teams, plus our Production Director providing oversight and leadership. This structure gives us the coverage we need for excellence **without overburdening any one individual**. As the Production Team grows, it becomes even more important for each person to stay focused on the role they are scheduled to serve in that week. Every position has unique responsibilities, and when someone drifts into another lane, it can cause confusion.

Looking ahead, we would love to see this team continue to grow. One of our hopes is to add a second camera operator to the Capture Team, giving us more dynamic angles and a richer livestream experience. In the future, as our ministry expands, we could also see potential roles such as a Livestream Host (dedicated to welcoming and engaging those watching online). Growth in Production means growth in impact inside our worship space and beyond our walls.



**Production Director**



**Tech**



**Tech**



**Sound**



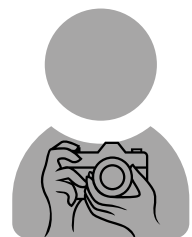
**Visuals**



**Capture 1**  
(Camera Operator)



**Capture 2**  
(Switch Board Operator)



**Photo**

# A Typical Sunday Timeline

- **8:00 AM** – Tech, Sound, and Music Teams arrive and begin setup.
- **8:30 AM** – Capture Team arrives to set up camera and switcher equipment.
- **8:45 AM** – Visuals Team arrives.
- **8:50 AM** – Production Huddle
  - The entire Production Team (minus Photo Team) meets to walk through the Order of Service and hear final notes from the Production Director,
- **9:00 AM** – Run Through
  - This is not a rehearsal but a full walk-through of the service. Songs, message transitions, and elements should run as if it were live.
  - Sermon slides are run through and mic is tested.
  - Led by the Production Director.
- **9:45 AM** – Serve Team Huddle
  - All serve teams gather in the lobby for rallying, encouragement, prayer, and to launch into the morning.
- **10:00 AM** – Pre-service
  - PreService Slides and Preservice music on. The goal is for the Production Team to step “off” for ~20 minutes to breathe and reset.
  - All teams return to positions by 10:20 to confirm readiness.
- **10:25 AM** – The 5-minute countdown begins.
  - Capture, Sound, and Visuals are “on,” while Tech is “off” until teardown unless called upon.
- **During Service** – Photo Team captures key moments.
- **After Service** – Tech leads teardown alongside Sound and Music Team. Visuals upload service to computer, Capture powers down. Photo Team Lead edits select photos.

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## SUMMARY

The Production Team is one of the most important yet unseen ministries in our church. With this new structure, more people have the opportunity to serve, the load is shared more evenly, and each role is clarified so we can operate with excellence. As we move forward, unity, flexibility, and a heart to serve one another matter now more than ever, because it's these qualities that will keep us moving forward together with joy and excellence.

Let's remember that every cable run, every slide clicked, every photo taken, and every mix adjusted is an act of worship and a step toward seeing lives transformed by the Word of God so that all the corners of the earth will know the name of Jesus.