



WORSHIP + PRODUCTION HANDBOOK

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WORSHIP + PRODUCTION LEADERSHIP INTRODUCTION

Hi, I'm Cody Briggs! I'm one of the Worship Leaders here at Home Church. In my role, I help oversee both the band and the production side of our Worship + Production team. My wife, Clare, and I have been a part of Home Church for three years, and we have a son named Barrett, although we usually call him Bear. Before coming to Home Church, I served as a Worship Leader for five years at a church in Bowling Green, Ohio, while attending BGSU. Early on in my walk with Christ, I felt a clear calling to worship. My heart has always been drawn to music and praising our Savior through song. I believe worship is more than just singing songs on Sunday, it's a posture of the heart. God delights in our songs and praise, and I'm passionate about creating space for that kind of worship.

Thank you for your interest in the Worship + Production team! It's always inspiring to see people willing to use their gifts for the Lord. While using our talents is important, I believe our highest calling is simply to be worshipers of God. One way we honor that is by pursuing excellence, both on and off the stage. Auditions are a helpful part of our process, allowing us to find the best fit for you within the team. Don't worry, the process isn't as intimidating as it sounds! I'm really looking forward to meeting you and seeing how you'll serve as part of the Home Team.



Cody Briggs

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WORSHIP + PRODUCTION LEADERSHIP INTRODUCTION

Hi, I'm Madison Birri! I have the joy of serving as one of the Worship Leaders here at Home Church, where I help lead and oversee the vocal side of our Worship + Production Team. My husband, Nicolas, and I have been part of the Home Church family for about three years, and during that time, we've seen God move in powerful ways in our lives and community.

In addition to worship, we also serve as Youth Pastors—a role we're incredibly honored to carry. Pouring into the next generation and helping young people grow in their relationship with Jesus is something we're deeply passionate about.

Worship has always been close to my heart. I grew up in church and spent five years serving on a worship team before stepping into a leadership role, where I led a team for three years. It was during that time I discovered my true passion: not just leading people in congregational worship, but also developing and encouraging others to use their God-given gifts.

It's an incredible privilege to serve here at Home Church and be part of a team that loves Jesus and loves leading others into His presence.



Madison Birri

Worship Leader

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WORSHIP + PRODUCTION VISION

The worship ministry at Home Church exists to lead people to Encounter Christ through worship in Spirit and truth, using instruments and singing with creativity and excellence.



ONBOARDING PROCESS

Step One - Attend Home Track

Attend Home Track to discover your purpose and live the life God created for you. Connect with Home Church and understand the mission and vision of the church. Learn more about our outreach and missions, church government, and leadership. Discover your unique gifts and passions through a personality assessment and spiritual gifts test. You can sign up to attend Home Track [HERE](#).

Step Two - Join the Home Team

Dig deeper into the results of your personality assessment and spiritual gifts test. Discover the values and culture of Home Church. Learn how you can utilize your gifts on the Home Team to serve others. If you have attended Home Track and are ready to join the Home Team, you can complete the "Join the Home Team" [HERE](#).

Step Three - Schedule an Onboarding Meeting and Share your Serving Preferences

You should receive two follow-up emails within 48 hours of completing the Join the Home Team form. Respond to each of these emails to share your serving preferences, schedule an onboarding meeting, **and** schedule an audition time. This meeting will be in between services on a Sunday morning.

Step Four - Complete Onboarding Meeting

Complete the Onboarding Meeting to get familiar with Planning Center, the layout of the facility, get your picture taken, and meet the Directors.

Step Five - Complete an Audition

Auditions are held on Tuesday before midweek practice.

Audition songs will be designated to you ahead of time.

Vocals - Come prepared to lead a worship song and sing harmony to another worship song with a click track.

Band - Come prepared to play your instrument for two different worship songs along with a click track.

Step Five - Meet with the Worship + Production Director

If the Worship + Production team is a good fit, you will meet with the Director to go over the Worship + Production Handbook, agree to the Leadership Honor Code (outlined on the next page), and become familiar with the Services app through Planning Center.



** Other serving opportunities will be shared if you are not quite ready to join the Worship + Production team. We encourage serving in other areas as we work together to prepare you to serve on the Worship + Production team.*

Step Seven - Start Serving

Confirm an invitation via the Services through Planning Center to shadow your preferred serving areas. This provides you with an opportunity to connect with other members of the team, gain hands-on experience alongside another team member, and ask questions as you serve. After the shadow experience you are ready to serve!

LEADERSHIP HONOR CODE

All people serving will commit to the following Leadership:

As an essential part of the Home Team, you have a responsibility to develop and exhibit mature Christian behavior. This should be the basic premise of your desire to participate in a servant-leader position here at Home Church. While serving the Body of Christ as a servant-leader at Home Church, you pledge to present a good appearance at all times. In both attire and behavior, you should strive to demonstrate biblical standards in all situations. As Christians, the way we present ourselves to others is of vital importance to the way others perceive Christ. Our conduct should never be an embarrassment to Christ but should exemplify the best qualities of a mature believer and servant-leader. Exemplifying the highest moral commitment, Home Church leaders are to maintain a disciplined lifestyle of Bible reading, prayer, and fasting, as well as abstaining from any behavior which might cause Christ to grieve and others to stumble. By providing an example in speech and action, we encourage others to grow in Christ and become servant-leaders themselves. This is a way of life measured by the heart and commitment of each leader in the Home Church family. We regard a disciplined lifestyle as an essential part of our development, not as an imposition or restriction.



WORSHIP + PRODUCTION SERVING OPPORTUNITIES

WORSHIP

Drums:

- Be able to play to a click.
- Don't overplay and learn the original drum parts.
- Stylistically serve the songs.
- Be able to play dynamically and don't play too hard. Our room is small.
- All drums and cymbals and hardware will be provided. We encourage you to bring your own sticks but will have extras if needed.

Bass:

- Have the ability to switch between fingerstyle and using a pick.
- Know the bass fretboard and scales.
- Bring your own approved bass.
- Be able to play dynamically and know when and when to not play during songs.
- We use an Aguilar Tone Hammer to add color to the bass tone. You may use your own approved pedalboard. Please bring your pedalboard to your audition.

Electric:

- Bring your own approved pedalboard and guitar. Please bring your pedalboard and guitar to your audition.
- Be able to play each song's original parts.
- Be able to play lead melodies and full rhythm chords.
- Be able to swell and have ambient textures.
- Know the guitar fretboard and scales.

Keys:

- Be able to play in every major key.
- Play original key parts without overplaying.
- Be able to play underneath speaking moments tastefully.
- Be able to launch click and track parts in Ableton.
- Be able to use a talkback microphone while playing to communicate with the rest of the band.
- Have knowledge of Playback software and how to run the software.
 - Piano and computer with Playback software will be provided.
 - Playback training will be provided before you serve if needed.



Acoustic Guitar:

- Bring your own guitar with a pickup.
- Be able to go between strumming and fingerpicking depending on the moment.
- Be able to play dynamically and know when and when to not play within songs.

Vocals:

- Be prepared to lead one song during service.
- Mic will be provided.
- Bring your own in-ears. You can purchase them [HERE](#) if needed.
- If not scheduled to lead a song in Planning Center, learn the melody to all songs and your harmony part for all songs.
- Be comfortable leading a congregation in worship.

PRODUCTION

Audio:

- Create an audio mix that helps the room be fully engaged in worship.
- Pay attention to any transition moments that you need to mix for.
- Don't mix too loud or too quiet.
- Audio also runs the stage lighting during the service. The lighting cues are: Pre-Service -> Worship -> Announcements/Sermon -> Closing -> Post-Service
- Play all necessary stage lighting cues by clicking the "NEXT CUE" button.
- One-on-one training will be provided before you serve if needed.

ProPresenter:

- Start the countdown video 5 minutes before each service.
- Run lyrics during worship. Try to stay ahead of the words being sung to help the congregation!
- Run sermon slides during the sermon.
- Run announcement slides during announcements.
- Turn the house lights down during worship and up for speaking moments.
- Training will be provided during the midweek practice for your first Sunday serving.
- Change the camera shot between Camera 1 and 2 during the message for the livestream.



WORSHIP + PRODUCTION SERVING GUIDELINES

Team Member Expectations and Serving Guidelines:

- Continually strive to become better at your giftings (learning the Nashville number system, memorizing music, etc.)
- Value the time of everyone involved with the worship ministry at Home Church and be punctual to practices and run-throughs.
- Accept feedback graciously.
- Stay committed to living a life that is pleasing to the Lord.
- Continue to work on flowing in spontaneous moments.
- Feel free to use the Green Room (Coffee Room) for one service but the expectation is to still attend one service when serving.
- Be fully present in the moment while you are serving.
- Have good stage presence (not looking down or having eyes closed the whole time)
- Strive to find the balance between leading the congregation and personal worship while on stage.
- Make an effort to talk to at least one new person every week.
- Actively communicate with Home Church team members.
- Display spiritual maturity in the way you discuss the team, church leaders, and the setlist.

Dress Code

Please follow the following guidelines:

- General dress is smart-casual
- Avoid anything that is overly tight, short, sheer, or low-cut
- Preferably no logos on clothing, unless related to Home Church.
- Hats are okay
- Shoes are recommended

Please avoid:

- Low-cut shirts
- Sleeveless shirts
- Shirts with midriff showing
- Yoga or spandex pants
- Sweatpants

Helpful Tip: Stand in front of a mirror at home, and lift your hands, jump, turn, kneel. If you have to question if it will work on the stage, you may need to not wear it.



SERVICE PROCEDURES

Midweek Practice

Tuesday 6:30 PM - 8:00 PM

Practice Schedule

6:30 - 6:50 - Talk and pray with each other

6:50 - 7:00 - Soundcheck, setup inear mix

7:00 - 8:00 - Practice every song for the week

Practice Guidelines

- Please come prepared. We want to spend as little time as possible at practice worrying about chords and dynamics and setting up instruments. The best ways to accomplish this are:
 - Be ready and set up before the start of practice time. Arrive ahead of time to set up any necessary equipment you have.
 - Listen to the songs during the week.
 - Practice any specific parts for your instrument ahead of time.
- Be willing to receive feedback and encouragement about your playing or singing!
 - Feedback helps us continue in the pursuit of excellence as our team serves the Lord the best we can.
 - Accept feedback openly with grace from the person giving it to you.
 - Feedback will usually be given after practice has finished.

Sunday Morning Run-Through

7:00 AM - 8:00 AM

Run-Through Schedule

7:00 - Arrival - Get set up and plugged in to do a quick soundcheck. Play through song 1 once.

7:15 - 7:45 - Run through songs and transitions once.

8:00 - Team rally

**Occasionally, we will not have a midweek practice. If this is the case Sunday morning practice will be 6:30 AM - 8:00 AM*

Additional Soundcheck Guidelines:

- Watch the Worship Leader and be prepared to run any song sections that we need to quickly run again
- Pay attention while practicing transitions to have a full understating of the flow of service
- Limit unrelated conversation on stage.
- Stay professional.



- Make sure your in-ear mix feels good.
- Don't disappear during run-through.
- Wait until after Team Huddle to ask any questions that are not urgent

Team Rally and Team Huddle

8:00 - 8:15 AM

- We meet in the lobby at 8:00 AM with the entire Home Team prior to service.
- We meet as the Worship + Production team immediately following Team Rally in the Worship Center to walk through the order of service and pray together.

Service Times

Worship + Production team members serve for all three services (8:30 + 10 + 11:30 AM)

- Plan to stay in the Green Room during the 8:30 service for a debrief during the message.
 - During service, pay attention to anything specific that you felt the Lord speak to you and share that with the team.
- Be aware of any changes that might happen between services. You will be notified by the Worship Leader about any changes that may take place.
- Make an effort to talk with others not on the Worship + Production team between services.

Schedule

- All Worship + Production team members are welcome to set their own scheduling preferences. You can update your serving preferences through Planning Center. [Here](#) is guidance on how to set your serving preferences.
- Please also input any block-out dates you might have into Planning Center as soon as possible. [Here](#) is guidance on enter block-out dates.

Serving

- Planning Center (PCO) will have all chord charts, lyrics, and audio files necessary for you each week.
 - After receiving your welcome email please complete your PCO profile. You can download the PCO Services app [HERE](#) or go to services.planningcenteronline.com to log in.
- You will be able to see the service order, setlist, and charts/audio files when you are requested to serve.
 - Please confirm within 1 week of receiving serving requests. Team members serve for both services on a weekend.



Communication

We have two main means of communication that we utilize for Home Team members: Planning Center and GroupMe.

Planning Center Services

- Emails are sent to share serving invitations, arrival times, and reminders.
- Notifications from Services are shared through the app if you have it downloaded.

GroupMe

- Team chats are used to share team-wide announcements and updates.
- Team chats provide a way for team members to connect with one another.

Team chats are a great place to see if other team members can swap serving dates or times with you if your original schedule does not work.



SERVICE EXPECTATIONS

Musicians

- Bring your own in-ears. You can buy some [HERE](#).
- We use Behringer P16s for our in-ear monitoring. Band and Vocals control their own mixes. You can learn how to use them [HERE](#).
- Know arrangements for all songs.
- Be able to play with a click.
- Instrument cases can be stored in the Green Room on Sunday mornings.

Vocals

- Bring your own in-ears. You can buy some [HERE](#). Try to keep both in-ears in at all times for ear safety.
- We use Behringer P16s for our in-ear monitoring. Band and Vocals control their own mixes. You can learn how to use them [HERE](#).
- Know arrangements for all songs.
- Come prepared to lead your song if leading. If not leading, learn melody and harmony for all songs.

Tech

Audio:

- Make sure that the sound system is unmuted.
- Turn on wireless transmitters.
- Listen to the songs ahead of time in order to know any specific instrument parts that need to be mixed louder or quieter.
- Ensure lobby speakers and outdoor speakers are on and at a good volume.
- Change any batteries as needed.
- Don't run the main mix too loud (the lobby mix will not change).
- Ensure lighting cues are in order and ready to be clicked through.

ProPresenter:

- Make sure the arrangements of the songs are all correct.
- Have a sense of the arrangements of the songs by listening to them ahead of time to help with presenting lyrics.
- Sermon slides will be imported ahead of time but please check for any errors (typos, wrong passage, etc.)
- Turn down house lights at appropriate times (Worship, Message, Closing, etc.)
- Change between cameras 1 and 2 during the message by clicking the labeled buttons on the ATEM Mini device. The camera should stay on 1 but should be changed to 2 whenever a new message slide is shown. Stay on 2 for about 10 seconds and then return to camera 1.



Livestream:

- Start the livestream after the 5 minute countdown has started around 10:58
- Make sure the livestream camera is turned on.
- Double-check the livestream dates are correct.
- End the livestream immediately after the Service Host closes service.
 - Click on the OBS application and hit the “end streaming” button.

