

## Production Lead Role Description

The **Production Lead** is a key volunteer role responsible for leading and supporting the production team during a scheduled service, ensuring the technical and creative elements work together seamlessly to create an atmosphere for worship and connection with Jesus.

### Key Responsibilities:

- **Lead the Production Team:** Provide guidance and support to the scheduled production volunteers (media, lights, sound, camera, etc...), ensuring everyone knows their role and is ready to serve.
- **Check Equipment:** On Arrival restart computers and software, check setups, confirm service details, and greet the team.
- **Service Flow:** Oversee the flow of the service, ensuring it moves forward smoothly and transitions happen on time and with excellence. Fill out the lead checklist as the items apply. Upload sermon at the end of services
- **Communication:** Serve as the connection point between the worship leader, communicators, and production team, relaying any changes, updates, or needs during the service.
- **Troubleshooting:** Be proactive in resolving any technical or logistical issues that may arise, helping the team stay focused on the service.
- **Atmosphere:** Work to create a space where people can experience Jesus by setting the tone of excellence, intentionality, and focus on His presence.

### Cultural Values:

The Production Lead embodies the culture of **The Crew** by:

1. **Greet:** Setting the tone with an expectant and encouraging attitude, ready to serve with joy and purpose.
2. **Initiate:** Being welcoming and approachable, ensuring clear communication with the team and leaders.
3. **Follow Up:** Staying intentional in checking that all elements of the service are running as planned, keeping Jesus as the focus.
4. **Thank:** Leading with authenticity, showing gratitude to the team for their service, and fostering a spirit of unity and teamwork.

### Commitment:

- Throughout the week leading up to service, learn the service order and elements.
- Arrive early.
- Shutdown the production booth
- Fill out the lead report by the end of the day. Have clear communication and detailed comments.

