

**Subject:** Production Training and Scheduling Process

**Message:**

**Training Days:**

- Training will occur on the **1st and 3rd Sundays** each month.
- These Sundays will be the first step in training; subsequent training days may vary.

**Training Process:**

1. Assign someone you trust and are confident in to lead training on these Sundays.
2. Use a **step-by-step training checklist** and anticipate all potential questions.
3. Equip ministry leads with a clear, detailed email for trainees, including:
  - What door to use and when it will be unlocked.
  - What Day One will look like.
  - Who they will meet and where (e.g., the sound booth).

**Key Training Goals:**

- Ensure trainees understand they will primarily observe on Day One, with time for questions and conversation later.
- Encourage them to listen to songs and familiarize themselves with the routine.
- Focus on creating habits and providing consistent language for clarity.

**Handover to Ministry Leads:**

- Once trainees are placed on the schedule, the ministry lead assumes responsibility as their leader.
- Ministry leads should be equipped and competent to train others effectively.

**Follow-Up Process:**

- Prayerfully consider and focus on the main objective for the department.
- Revisit the basics and establish a strong foundation before moving forward.
- Roll out the training system with ministry leads and ensure transparency about upcoming changes for the quarter.

**Feedback and Communication:**

- Communicate weekly with your team about updates or items in the order of service.
- Overcommunicate critical information and add any resolved items into Planning Center Online (PCO).
- Avoid unnecessary responses to feedback to prevent creating “white noise.”

**Relational Building:**

- Look for team members who go above and beyond and acknowledge them personally.
- Build relational equity by providing positive feedback first and creating a culture of feedback.
- Visit campuses and communicate excitement to team members, following up on Mondays to reflect on time spent with the team.

**Next Steps:**

- Provide new information to the team ahead of each Sunday.
- Set the culture by highlighting one specific culture point each week.

**Future Plans:**

- Inform ministry leads about new systems rolling out over the next three months.
- Undercommit and overdeliver; communicate broader changes around the start of Q2.