



*SERVING TEAM GUIDE* 

*Shepherd's Gate*  
**WORSHIP ARTS**



*WE EXIST TO  
IMPACT THE  
WORLD WITH  
THE LOVE OF  
JESUS.*

*WE WILL VALUE  
EVERY[ONE] WE MEET.*

*WE WILL INFLUENCE  
EVERY[WHERE] WE GO.*

*WE WILL LIVE  
GENEROUSLY WITH  
EVERY[THING] WE HAVE.*

# WELCOME

## **Welcome to the Worship Arts Team guide!**

Here you will find most of the information you will need to understand how our various teams work and what it's like to serve on our Worship Arts Teams. We are responsible for the development and execution of all worship services at Shepherd's Gate throughout the year, in addition to all communication, marketing and overseeing events. Our team also offers technical and musical support to Students, SG Kids, and other programs at SG. Serving with Worship Arts Teams is exciting and humbling. It will allow you to use the skills God gave you to impact the world with the love of Jesus and ultimately serve our Savior, Jesus.

## **Introductions Please**

Our team's mission is to connect people to Jesus. In every song, greeting, service, communication, photograph and design, our goal is to bring people closer in their relationship to Jesus. We do this in four major venues: worship services, events, support of other SG programs, and online. As you can imagine, it takes the combined resources of hundreds of people to get the job done! Our amazing teams include music, tech, welcome crew, communications, video and stage design.

# HOW SERVING WORKS

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## ..... SHADOWING

All potential team members shadow an experienced team member first. We want to make sure any potential team member will enjoy a particular serving role and that they are a good fit for the team. For the music team, an audition is also part of the shadowing process.

## SCHEDULING .....

Our largest teams are music, tech and welcome crew. These teams use a web and app based scheduling platform called Planning Center Online (PCO) to schedule serving and get resources to team members. We schedule at least a month in advance and ask team members to serve at least once a month, although many people serve more than that as their schedule allows. Before schedules go out, team members fill in “block out dates” for days they know they are unavailable. Once the schedule is released, team members can “accept” or “decline” invitations to serve via email or the PCO services app. While it’s always possible that an emergency or health issue may prevent someone from serving, when accepting an invitation, team members are making a firm commitment to serve. Our communication, video and photography teams schedule on a “per project” basis via email and text.

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## ..... PREPARING

Each roll in the Worship Arts Team has unique responsibilities, but all team members come prepared to serve. This includes getting enough sleep the night before, coming to Shepherd’s Gate with a great attitude, and praying for the team and the serving opportunity.

## SERVING .....

We think it’s super fun to serve on the Worship Arts Teams, especially if everyone has prepared well. One thing we ask all team members to do is to show up on time, as this honors God and respects other team members. It’s exciting to be a part of something bigger than ourselves, being used by God to impact hundreds of people!

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## ..... BUILDING

We value growth—we are always looking for more people to join our teams. One important responsibility of current team members is to be looking out for potential new team members. Anyone on the team is welcome to bring a friend or family member to shadow a volunteer position at any time. Just be sure to let your team leader know so we can welcome them.

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# WORSHIP ARTS TEAM VALUES



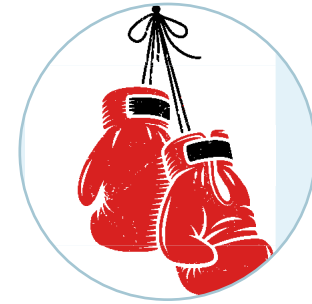
## CONNECTION

We help people connect with Jesus and with others.



## AUTHENTICITY

We are genuine, hopeful and encouraging.



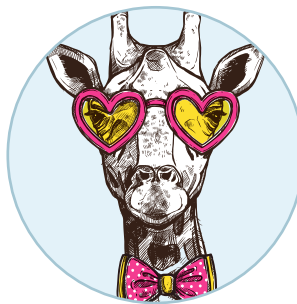
## SCRAPPY

We find a way to get things done, pivot quickly & leverage our resources.



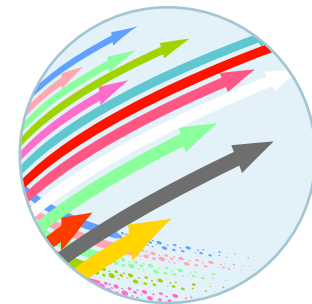
## IMPACT

We seek to maximize our effectiveness by engaging in serving that impacts the world with the love of Jesus.



## CREATIVITY

We communicate timeless truths with fresh, relevant style.



## EXCELLENCE

We do our best and commit to continual improvement and growth.

# F.A.Q.'S

frequently  
asked  
questions



## **What are the expectations for team members?**

- be prepared and on time
- respond to scheduling requests promptly
- encourage fellow team members, and respect team leaders
- serve at least once a month
- gather once a year for team training and volunteer appreciation

## **What are the expectations for team leaders?**

- plan well and stay organized
- schedule early
- prepare and utilize equipment and resources
- give positive feedback and encouragement
- creative fun, fulfilling serving opportunities

## **Are there any requirements for serving?**

- be willing to serve others with a good attitude
- have team spirit and be willing to follow direction from team leaders and staff
- on board with the mission & vision of Worship Arts Team and Shepherd's Gate Church
- have the necessary skills for the serving role

## **What do I do if --- I can't serve --- --- I'm sick --- I'm late?**

Team leaders really appreciate a quick text or email letting them know you have an emergency or sickness as soon as possible. If you are going to be late to a meeting or rehearsal, please let your team leader know that as well so we're all on the same page.

## **How long is my commitment to serving? What if my life gets busy, complicated or changes?**

We encourage everyone to serve as long as they are able to do so. Serving connects you with a team of people who will support and pray for you. Serving can also be an anchor point in the chaotic moments of life. However, we understand that life is hectic and sometimes things change. Connect with your team leader if you cannot serve on the team anymore—we will be sensitive and work it out.

## **What if I'd like to try another serving position on the team after I begin to serve?**

Let your team leader know and you can begin the shadow process. Our goal is to have team members serving in the position that best matches their talents, desires, and spiritual gifts.

## **I am interested in serving, but I'm still figuring out what I believe about Jesus and Christianity.**

Shepherd's Gate is a church that welcomes everyone as they are. You don't have to have all your beliefs figured out or your life completely "together" in order to serve in many positions. There are some serving positions where it would be inappropriate for those who do not profess faith in Jesus to serve. If you have any questions about that, or about our beliefs at Shepherd's Gate, please email our Worship Arts Director at [worshiparts@sgatechurch.org](mailto:worshiparts@sgatechurch.org).

# MUSIC

## WORSHIP BAND MEMBER

### What they do:

Play an instrument in the worship band that leads the congregation during Sunday morning services and other special services.

### When they do it:

Thursday rehearsal, 6-7:30p.  
Sunday Service 7:30a-12p.

### How often:

Once a month minimum, more often if available.

### You'll like it if:

You can proficiently play an instrument, enjoy playing with others, can take direction, and have a love for worship and worship music.

## WORSHIP TEAM VOCALIST

### What they do:

Sing in the worship band that leads the congregation during Sunday morning services and other special services.

### When they do it:

Thursday rehearsal, 6:00-7:30p.  
Sunday Service 7:30a-12:00p.

### How often:

Once a month minimum, more often if available.

### You'll like it if:

You can sing proficiently, harmonize, and communicate worshipful leadership onstage.

# TECH

## CAMERA OPERATOR | CHURCH ONLINE VIDEO EDITOR

### What They Do:

Work together in a tight-knit team to broadcast, capture & communicate about next steps during the service. This team brings SG to our online community.

### When They Do It:

Sunday Mornings regularly and during services that take place during the week.

### How Often

Once or twice a month based on scheduling needs.

### You'll Like It If:

You enjoy getting creative with points of view and creating moments for our online viewers. You're easy going, adaptable and can learn to edit quickly.

## PODCAST RECORDING

### What They Do:

Record, edit, and post weekly messages.

### When They Do It:

Sunday mornings regularly and during services that take place during the week.

### How Often

Once or twice a month based on scheduling needs.

### You'll Like It If:

You like making materials more available for people and if you like listening to the same thing over and over again while you edit and mix everything together.

## PROJECTION

### What They Do:

Run lyrics, graphics, lighting cues, and videos for services.

### When They Do It:

Sunday mornings regularly and during services that take place during the week.

### How Often

Once or twice a month based on scheduling needs.

### You'll Like It If:

You enjoy being behind the scenes, have an eye for detail, can quickly learn how to add cues into a program and smoothly pivot at the drop of a hat with any changes that might occur during service.

## SOUND TECH

### What They Do:

Operate and adjust audio tech for weekly services and special events.

### When They Do It:

Sunday Mornings regularly and for services that take place during the week.

### How Often:

Once or twice a month based on scheduling needs.

### You'll Like It If:

You find yourself adjusting other people's radios and have an eye and ear for details while multitasking.

# WELCOME CREW

## ALTAR TEAM MEMBER

### What They Do:

Prepare and set up elements for service when we offer Communion.

Prepare and set up Baptism font with water, napkins and a towel for Baptisms.

### When They Do It:

Sunday morning and/or at Special Services at Shepherd's Gate.

### How Often:

Once a month (or more if desired).

### You'll Like It If:

You have a passion for keeping things clean and stocked for worshipers during services at Shepherd's Gate.

## GREETER TEAM MEMBER

### What They Do:

Greet and warmly welcome all people entering the building by standing outside and opening doors.

### When They Do It:

Sunday morning and/or at Special Services 30 minutes prior to service and 15 minutes after service.

### How Often:

Once a month (or more if desired).

### You'll Like It If:

You have a passion for making people feel welcome and "at home" at Shepherd's Gate.

## ROAMING GREETER TEAM MEMBER

### What They Do:

Greet and warmly welcome all people throughout the building.

### When They Do It:

Sunday mornings and/or at Special Services at Shepherd's Gate 30 minutes prior to service and 15 minutes after service.

### How Often:

Once a month (or more if desired).

### You'll Like It If:

You have a passion for making people feel welcome and "at home" at SG.

## REFRESHMENT TEAM MEMBER

### What They Do:

Set up refreshment counters with coffee, tea, water & condiments. Warmly welcome all people who approach a refreshment counter while maintaining cleanliness of the counters and kitchen. Clean up after the last service.

### When They Do It:

Sunday morning and/or at Special Services at Shepherd's Gate 30 minutes prior to service and 15 minutes after service.

### How Often:

Once a month (or more if desired).

### You'll Like It If:

You have a passion for making people feel welcome and "at home" at SG.

## PARKING LOT TEAM MEMBER

### What They Do:

Greet and warmly welcome all vehicles driving into our parking lot.

### When They Do It:

Sunday morning and/or at Special Services at Shepherd's Gate 30 minutes prior to service and 15 minutes after service.

### How Often:

Once a month (or more if desired).

### You'll Like It If:

You have a passion for making people feel welcome and "at home" at Shepherd's Gate.

## USHER TEAM MEMBER

### What They Do:

Greet and warmly welcome all worshipers into the Worship area while performing Usher duties.

### When They Do It:

Sunday morning and/or at Special Services at Shepherd's Gate 30 minutes prior to service and 15 minutes after service.

### How Often:

Once a month (or more if desired).

### You'll Like It If:

You have a passion for making people feel welcome and "at home" at Shepherd's Gate.

# WELCOME CREW<sub>continued</sub>

## WELCOME CENTER TEAM MEMBER

### What They Do:

Welcome first-time attenders, answer their questions, and give them a gift card of their choice. You may also walk them around the building if they are interested in getting a 'tour of SG'. Assist members and guests with event sign ups and any questions they may have.

### When They Do It:

Sunday mornings or during various events at Shepherd's Gate 15 minutes prior to service and 30 minutes after service.

### How Often:

Once a month (or more if desired).

### You'll Like It If:

You have a passion for making people feel welcome and "at home" at Shepherd's Gate.

# VIDEO

## VIDEOGRAPHER/EDITOR

### What They Do:

Film and edit video for worship services and promotion of Shepherd's Gate programs & events.

### When They Do It:

On a per project basis, usually during the week for filming and editing.

### How Often:

Varies according to the number of projects at a given time, but usually 1-2 times a month.

### You'll Like It If:

You enjoy communicating and telling stories through video, i.e. you prefer Tik Tok to Twitter. You have some experience filming with DSLR cameras and editing video via Final Cut or Adobe Premiere or are willing to learn.

# STAGE DESIGN

## STAGE DESIGN TEAM MEMBER

### What They Do:

Build custom stage designs for the Worship Center.

### When They Do It:

Some team members help pre-build parts of the design on their own time as needed. Then the team meets on a Sunday afternoon or Monday evening to tear down the old stage and assemble the new one. The tear down and build usually takes about three hours.

### How Often:

Stage designs generally change with the seasons. We also build special set designs for Christmas and Easter. Six times in all throughout the year.

### You'll like it if:

You are handy or crafty, like interior design, and enjoy making a space welcoming for others.

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**SIGN UP TO SERVE AT:**

**[sgatechurch.org/servetoday](http://sgatechurch.org/servetoday)**

# COMMUNICATIONS

## PHOTOGRAPHER

**What They Do:**

Capture the essence of Shepherd's Gate by taking captivating images at weekly services and special events.

**When They Do It:**

Sunday mornings or during various events at Shepherd's Gate.

**How Often:**

1-2 times per month based on availability.

**You'll Like It If:**

You have a passion for photography, an eye for catching images that evoke emotion, and experience using a DSLR camera.

## BLOG WRITER

**What They Do:**

Write content for the SG Blog. You will use your creative, faith-minded writing skills to tell stories and educate our community on various topics.

**When They Do It:**

At various times remotely (at home).

**How Often:**

1-2 times per year (or more if you love to write) based on availability.

**You'll Like It If:**

You are creative-minded, enjoy writing as an outlet to express your faith and imagination, and have strong writing, grammar, and punctuation skills.

## SOCIAL MEDIA CONTRIBUTOR

**What They Do:**

Engage and connect with our followers on social media by creating stories, reels, and/or other content.

**When They Do It:**

Sunday mornings, at events and throughout the week as scheduled by the team leader.

**How Often:**

1-2 times per month based on availability.

**You'll Like It If:**

You enjoy engaging with others on social media, understand major social media platforms and how people socialize online, and have a desire to impact the world with the love of Jesus.

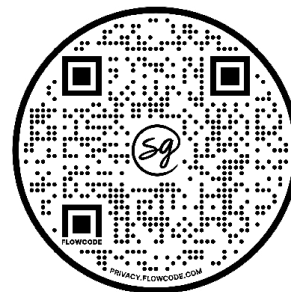
## Colossians 3:17

And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him.

HOW DO I SIGN-UP TO SERVE?



**VISIT OUR WEBSITE AT**  
**[sgatechurch.org/servetoday](http://sgatechurch.org/servetoday)**



*Shepherd's Gate*

**HAVE QUESTIONS?**

**WE'VE GOT ANSWERS!**

**EMAIL [worshiparts@sgatechurch.org](mailto:worshiparts@sgatechurch.org)**