

Creative Team

- [Creative Team - Volunteer Role Description](#)
- [Sunday Morning Process](#)
- [Production Checklist - Sunday Morning](#)

Creative Team - Volunteer Role Description

Purpose of the Role

The Creative Team helps lead the church in worship and supports the creative elements of the service. Through music and creativity, the team helps create an environment where people can encounter God and engage in worship together.

Key Responsibilities

- Attend and engage in Sunday Services when not rostered.
- Participate in worship services when rostered.
- Prepare and practice songs prior to Sunday services.
- Attend **Creative Team Nights** to rehearse, develop as a team, and grow in skill and culture.
- Participate in the Sunday soundcheck and run-through before the service.
- Work collaboratively with the Worship Leader and other team members.
- Help create a worship environment that encourages the church to engage in worship.
- Serve with humility and maintain a heart of worship.

Key Qualities

- A growing personal relationship with Jesus
- A heart for worship and serving the church
- Musical or creative ability relevant to the role
- Reliable and punctual
- Teachable and willing to grow in skill and character

Time Commitment

- Serve **1–2 services per month**
- Attend **Creative Team Nights (fortnightly)**
- Arrive **1 hour and 45 minutes before the Sunday service** for soundcheck and run-through

Sunday Morning Process

Quick Overview

Time	Stage
8:30am	Arrival
8:45am	Soundcheck
9:00am	Run Through
9:40am	Media Checks
9:45am	Pre-Service Prayer Meeting
10:00am	Production Meeting
10:25am	Service Countdown
10:30am	Service Begins

Come ready!
What we do on Sunday is shaped by how we prepare during the week.
Take time to practise, pray, and come ready to contribute with excellence.

Sunday Runsheet

8:30am - Arrival

Team arrives and begins to setup to be ready for soundcheck

8:45am - Soundcheck

Soundcheck begins, as instructed by the Audio Engineer rostered for the morning.

9:00am - Run Through

The team runs through the morning's songs, with a specific focus on flow.
During this time, the production team will continue to refine the sound, lighting and screens for the morning service.

9:40am - Media Checks

The production team will test any media that is required for the morning.

9:45am - Pre-Service Prayer Meeting

The team attends the pre-service prayer meeting.

10:00am - Production Meeting

The team attends the pre-service production meeting.
During this meeting the service pastor or service director will discuss the flow of the morning, highlighting any important transitions, or anything that is out of the ordinary. There will be time for team members to ask any

clarifying questions that are necessary.

10:25am - Service Countdown

A 5-minute countdown begins.

During this countdown the team should be ready to go for the service.

10:30am - Service Begins

Service Plans

You can find upcoming service plans online at team.gc.org.au/plan

Production Checklist - Sunday Morning

Below is a checklist of items to ensure a smooth Sunday Morning experience.

Before Arrival (midweek)

- ? Check and listen to songs for the Service
- ? Take note of who is rostered on for the morning

Upon Arrival (8:30am)

- ? Turn on and test audio system
- ? Turn on projectors
- ? Turn on cameras

Soundcheck (8:45am)

- ? Soundcheck each instrument (usually starting with drums)
- ? Soundcheck vocal microphones
- ? Soundcheck MC microphones

Run-through (9:00am)

- ? Take specific note of song transitions
- ? Check recording media and livestream setup/audio

Media Checks (9:40am)

- ? Test any videos and media required for the morning

Pre-Service Prayer Meeting (9:45am)

- ? Run audio for the pre-service prayer meeting
- ? Generally, using piano audio from ProPresenter

Production Meeting (10:00am)

- ? Attend the production meeting
- ? At the conclusion of the meeting set BG music for pre-service

Start Recording & Livestream (10:10am)

- ? Start livestream
- ? Start recording

Ready for Service (10:23am)

- ? Start 5-minute countdown at 10:25am
- ? Transition from Spotify to ProPresenter audio with 2-minutes to go.