PROJECT 19

Telling Better Stories

GNC PRODUCTION WORKSHOP

SUPPLEMENTAL GUIDE

UNDERSTANDING THE PRODUCTION PROCESS

Planning

Planning is the fundamental management function, which involves deciding beforehand, what is to be done, when is it to be done, how it is to be done and who is going to do it. It is an intellectual process that lays down an organization or team's objectives and develops various courses of action, by which the organization or team can achieve those objectives.

Preparation

The action or process of making something ready for use or service or of getting ready for some occasion, test, or duty
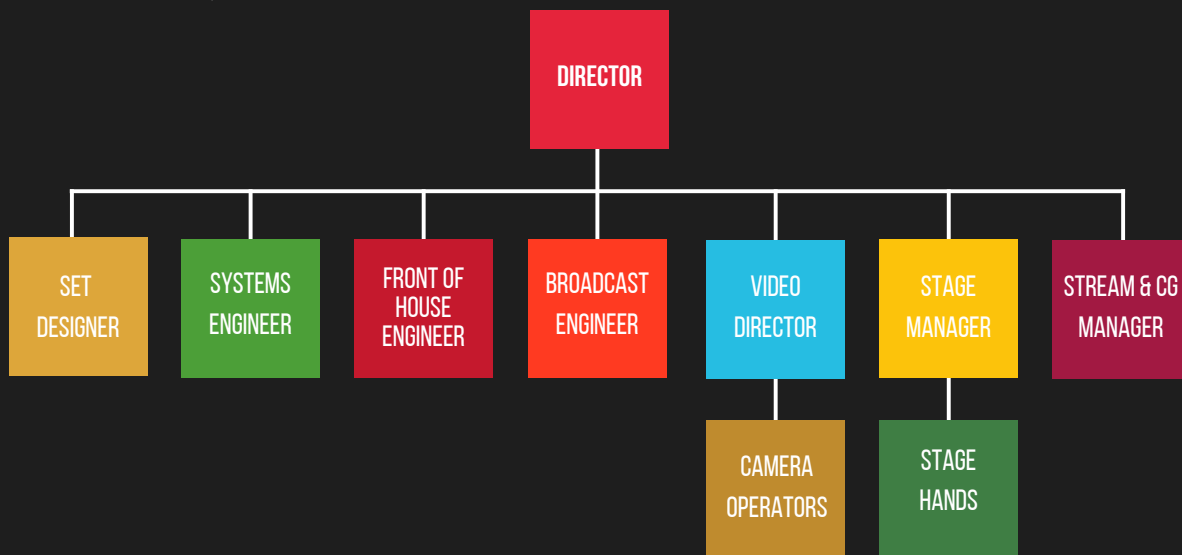
Execution

The implementation of the plan.

PRODUCTION ROLES

Live and/or Streamed Events

```
                          DIRECTOR

SET        SYSTEMS    FRONT OF    BROADCAST   VIDEO      STAGE      STREAM & CG
DESIGNER   ENGINEER   HOUSE       ENGINEER    DIRECTOR   MANAGER    MANAGER
                      ENGINEER

                                              CAMERA     STAGE
                                              OPERATORS  HANDS
```

Recorded Projects

```
                    DIRECTOR

SET        SYSTEMS    RECORDING   MIXING &      VIDEO      VIDEO
DESIGNER   ENGINEER   ENGINEER    MASTERING     DIRECTOR   EDITOR
                                  ENGINEER

                                               CAMERA
                                               OPERATORS
```
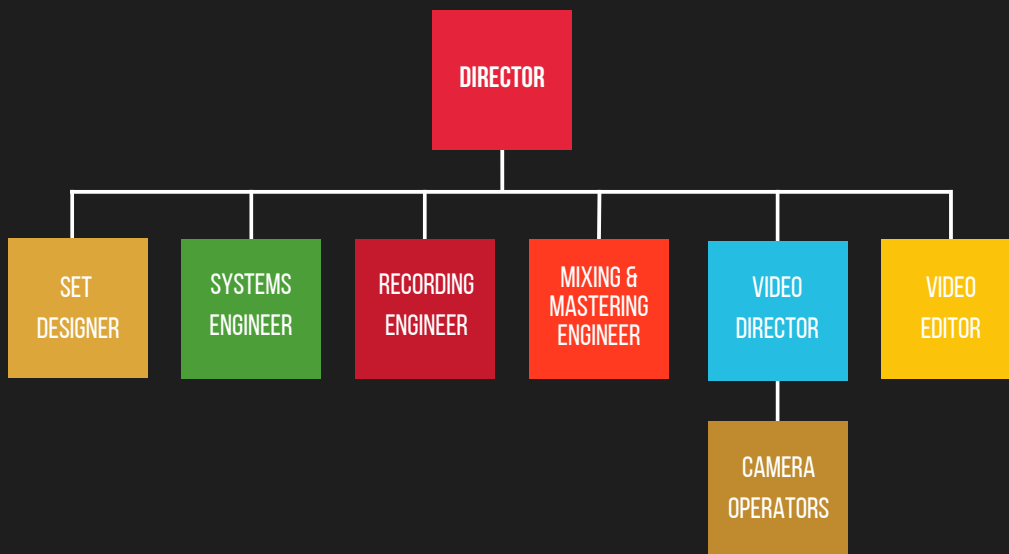
TRANSITIONS

- Moving from one item to the next
- Make or break your production

FACTORS

STORY   TOOLS   SPACE   STAFF/PARTICIPANTS

TYPES OF TRANSITIONS

1. Camera Movement [From one subject to another]
2. Camera Switches [From one camera to another]
3. Human Movement [Person/s exiting and entering the frame]
4. Video Fillers [A recorded video placed between two liv elements]
5. Narrative Transition [The combination of multiple items or the connection of two items through speech or action]

N.B.

- For live streaming services our preference is to use Camera Switches and Video Fillers as they work best with our current equipment.

SERVICE OUTLINE - PLANNING CENTER SAMPLE

Weekend Service

GNC TRINIDAD

Communion - The Indescribable Jesus

23 October 2021

Communion Service

23/10 10:00A	Length in mins		Person	En Cues	Ex Cues	Location	Mics	Cams
8:30a	30:00	**Technical Team Call Time**						
9:00a	55:00	**Participant's Call Time & Runthrough**						
9:55a	5:00	**Service Countdown**						
Part 1 -First 45								
10:00a	2:00	**Welcome**	Raymond Guischard	Countdown	Worship in Song	B	WL Yellow	R
10:02a	12:00	**Worship in Song** Last Song - 341 To God Be the Glory	Praise Team	Countdown	Shoutouts	A	2 Wired	M50 II
10:14a	5:00	**Prayer Session** Thompson | Thorpe | Timothy | Tobias | Trotman	Ruel Fordyce	Last Song	Shoutouts	B	WL Yellow	R
10:19a	5:00	**Shoutouts & Promo**	Criston Williams	Last Song	Testimonies	C	WL Green	M50
10:24a	24:00	**Testimonies & Song [Video]** Ends with "Something Out of Nothing" - Shineque	N/A	N/A	N/A	N/A	N/A	N/A
Part 2 - Second 45								
10:48a	1:00	**Welcome**	Raymond Guischard	Procession	Prayer	B	WL Yellow	R
10:49a	1:00	**Prayer**	Bevan Prime	Procession	Intro of Speaker	C	WL Green	M50
10:50a	2:00	**Intro of Speaker**	Gideon St. Bryce	Prayer	Cornerstone	B	WL Yellow	R
10:52a	4:00	**Worship in Song [Video]** Cornerstone	N/A	N/A	N/A	N/A	N/A	N/A
10:56a	12:00	**Sermon**	Leslie Moses	Cornerstone	Song of Com.	B	Headset	R
11:08a	3:00	**Song of Commitment** 412 - Cover with His Life	Praise Team	Sermon	Scripture	A	2 Wired	M50 II

SERVICE OUTLINE - ITEM DESCRIPTION

GNC Church Online is a 90-minute worship experience that seeks to give its attendees encouragement and hope and encourage spiritual and Biblical curiosity. There are three main phases in this service:

Praise & Prayer
- The service begins with a lively Welcome from the Service Host to the physical and virtual audience.
- As the host's welcome comes to an end, the band begins to play.
- We transition to the worship team who leads the church in worship and praise to God through music.
- The worship team's final song serves as an introduction song to our Prayer Session. This session could take the form of individual reflective prayer, group prayer, or corporate intercessory prayer.
- When the prayer session is over, we sing an "after prayer song" as people settle back into their seats. This song could an entirely new one or a continuation/repetition of the one that preceded the prayer.

Promotions
- As the "after prayer song" ends and persons become settles, we have a video feature.
- This would be content we produced specifically for GNC Church Online (example: a report on a project or outreach initiative) or one of our other projects (example: Refrsh).
- In either case, these serve as reports on what the congregation's faithful giving and generosity have enabled. The Service Host then uses the video as a segue to introduce the offering. With the band playing in the background, we collect the offering.
- During the collection, the Service Host shares some important announcements and updates.
- To ensure we remain within time and maximize the congregation's attention and engagement, only announcements that apply to over 50% of the audience (physical and virtual) are shared.
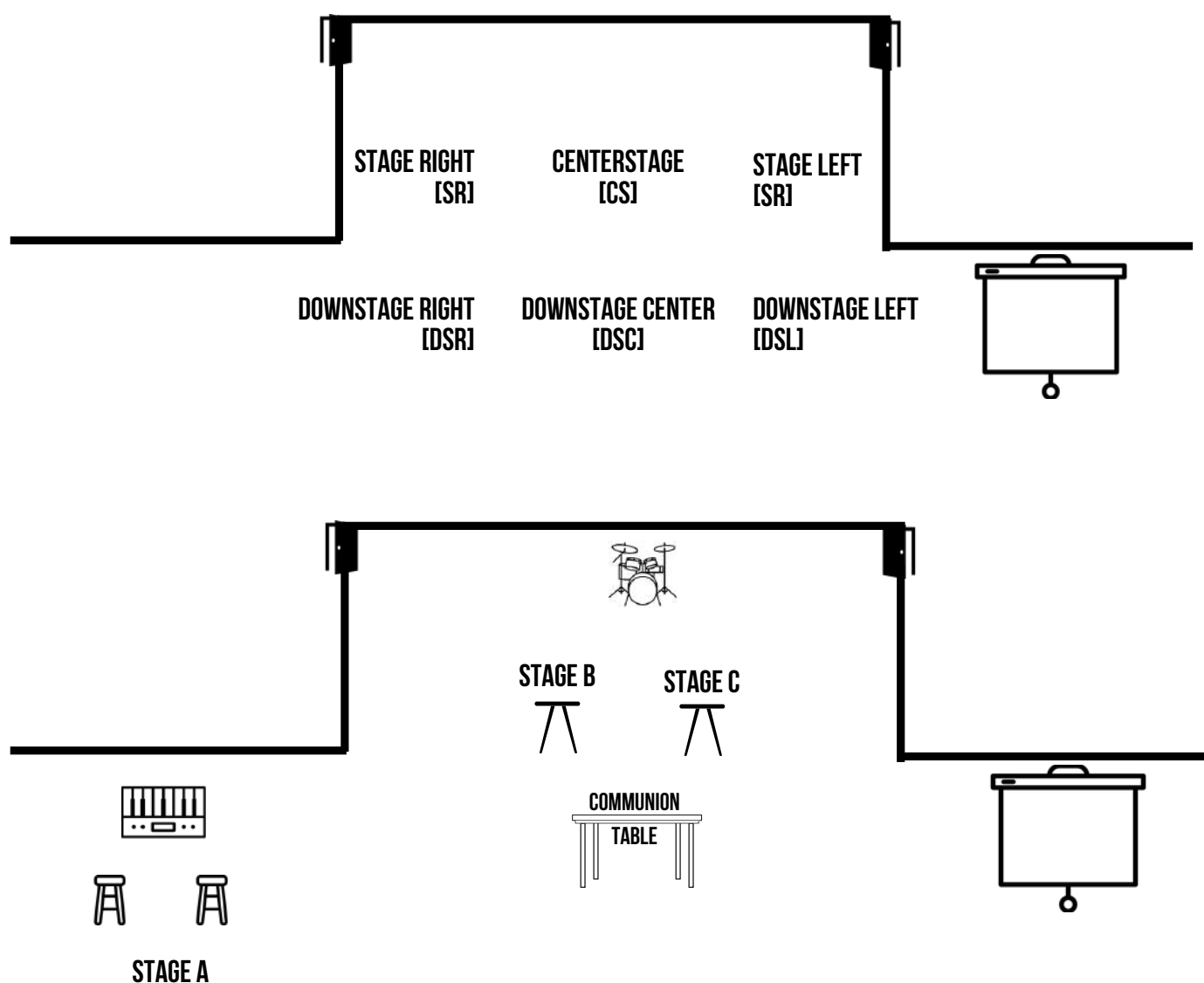
SERVICE OUTLINE - ITEM DESCRIPTION

Preaching

- Before the preacher, we enter into another session of worship in song.
- This session can be in the form of special music, congregation singing, or anything in-between. How we execute this is at the discretion of the Worship Team and preacher for the day.
- As this session of singing comes to an end and as the preacher makes their way to the stage, a sermon bumper is played.
- The bumper ends and the sermon begins.
- The preacher concludes their sermon with an appeal/call to action and prayer.
- After that prayer, the band plays softly as the audience is encouraged to enjoy a moment of reflection and prayer.
- When that is complete, the Service Host returns to the stage and gives some closing remarks (reminders, invitation to participate in our small groups, etc.)
- The Worship Team sings a closing/departure song as the congregation exits.
- When that song is done, the service outro video is played and the stream ends.

PARTS OF THE STAGE

STAGE RIGHT
[SR]

CENTERSTAGE
[CS]

STAGE LEFT
[SR]

DOWNSTAGE RIGHT
[DSR]

DOWNSTAGE CENTER
[DSC]

DOWNSTAGE LEFT
[DSL]

STAGE B

STAGE C

COMMUNION
TABLE

STAGE A

PROJECT 19

APPLYING THE PRINCIPLES

RESHOOTING A SCENE FROM JANUARY 8TH 2022

Items

- Transfer of Membership
- Hands of Fellowship
- Announcements
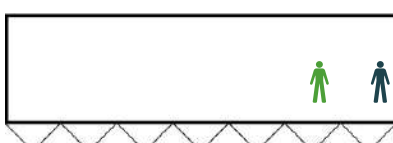- Reading of Correspondence
- Offering

Persons Involved

- Six participants
- Four with speaking roles
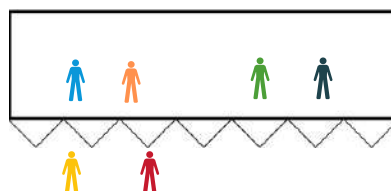- Three physically interacting with each other
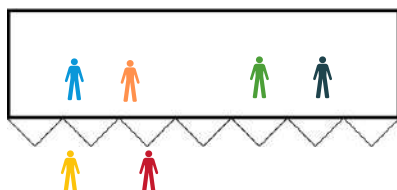
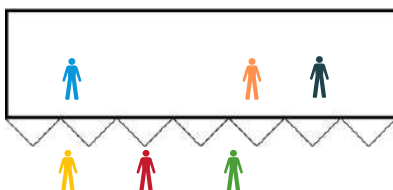## SIMPLE RESHOOT

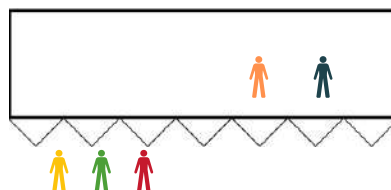### SCENE 1 - CAM 2

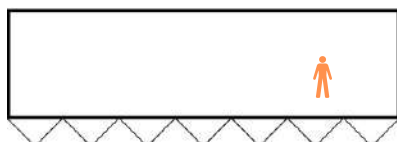### SCENE 2 - CAM 2

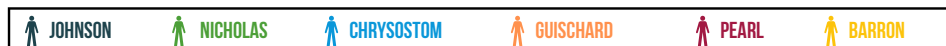### SCENE 3 - CAM 2

SCENE 4 - CAM 1

SCENE 5 - CAM 2

SCENE 6 - CAM 1

SCENE 7 - VIDEO

SCENE 8 - CAM 2

JOHNSON   NICHOLAS   CHRYSOSTOM   GUISCHARD   PEARL   BARRON

GNC PRODUCTION WORKSHOP

APPLYING THE PRINCIPLES

ADVANCED RESHOOT

- **[Cam 1]** Johnson: We've come to a bittersweet moment in our service... first the bitter part.
- **[Cam 2]** Nicholas: We have received a request from Ms. Farah Budall ...kindly send notice to...
- **[Video]** Farah: Hi GNC family...thank you for all the support of the years...hope to see you guys soon.
- **[Cam 2]** Johnson: We're sorry to see her leave but I trust that... As is protocol this would be read next Sabbath then a vote would be taken. Now for the sweet part.
- **[Video]** Short interview with Sis Pearl
- **[Cam 1]** Gift given to Sis Pearl
- **[Cam 2]** Johnson: We may be losing one member through transfer but we're gaining two...
- **[Video]** Short interview with Sis Baron
- **[Cam 1]** Gift given to Sis Baron
- **[Cam 2]** Johnson: Now a special message from our members to Sis Pearl and Sis Baron
- **[Video]** Short video of members saying Welcome to GNC
- **[Video]** Announcements Video

THE 50 % RULE

The 50% Rule states that if an announcement does not apply to 50% or more of the people in the audience, it does not warrant a stage announcement. There are many other ways to communicate with the people at our church (social media, bulletin board, email, text message, one-on-one, website, etc.).

Here are three reasons/benefits to implementing this rule at our church:

- **CONDITIONING**: if each week we share multiple announcements that do not apply to most people listening, we are conditioning them to tune out the announcements. Any communication secretary can attest to witnessing the obvious disengagement of the congregation during announcements.
- **TIME SAVER**: the 50% rule automatically reduces the number of announcements and therefore the duration of announcements.
- **NEXT STEPS**: reducing the announcements and ensuring they all apply to most people present ensures that more people take the important Next Steps.

*A **NEXT STEP** is any action a person takes towards loving God, loving people, and making disciples.

THREE DOMAINS

👁 WHAT IS SEEN

The Set
Background, props and arrangement of persons.

The Lighting
How the stage, the participants and the congregation are lit.

The Video
Camera angles, framing, shot types, camera movement, colour temperature, colour profiles, frame rates, resolution, etc.

👂 WHAT IS HEARD

Vocals
What voices/sounds need to be captured/not captured and how are they captured/not captured.

Accompaniment
Tracks, instruments or effects that accompany speech or song

Mix
The leveling/balancing of the vocals and accompaniment

✋ WHAT IS DONE

The Content
What do we want people to leave with [Big Picture, Small Picture]

The Delivery
How do we give that thing to them
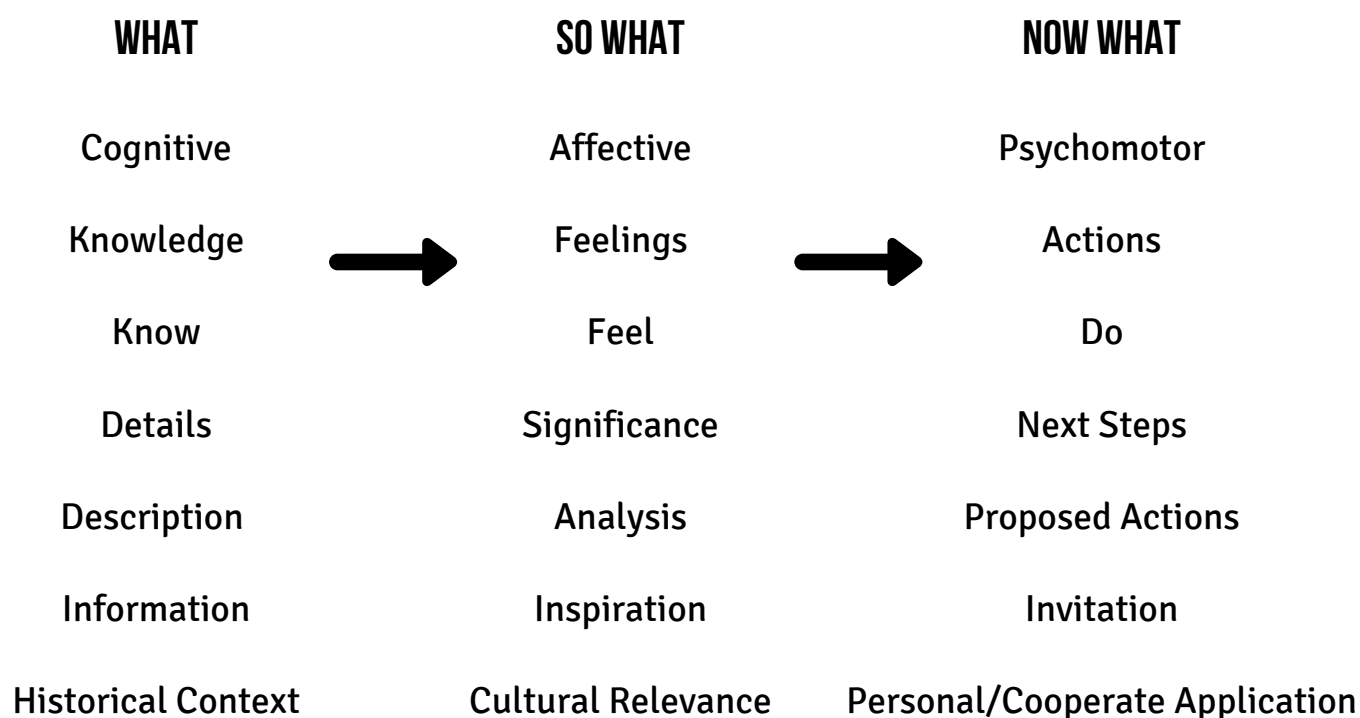
Coordination
Sequence, duration and transitions

PROJECT 19

THREE DOMAINS

FRAMING

WHAT | SO WHAT | NOW WHAT
REFLECTION METHOD

WHAT	SO WHAT	NOW WHAT
Cognitive	Affective	Psychomotor
Knowledge	Feelings	Actions
Know	Feel	Do
Details	Significance	Next Steps
Description	Analysis	Proposed Actions
Information	Inspiration	Invitation
Historical Context	Cultural Relevance	Personal/Cooperate Application

BENCHMARKING SHEET

👁 WHAT IS SEEN

The Set
- The Vision: _____
- Examples: _____
- Requirements: ___

The Lighting
- The Vision: _____
- Examples: _____
- Requirements: ___

The Video
- The Vision: _____
- Examples: _____
- Requirements: ___

👂 WHAT IS HEARD

Vocals
- The Vision: _____
- Examples: _____
- Requirements: ___

Accompaniment
- The Vision: _____
- Examples: _____
- Requirements: ___

Mix
- The Vision: _____
- Examples: _____
- Requirements: ___

✋ WHAT IS DONE

The Content
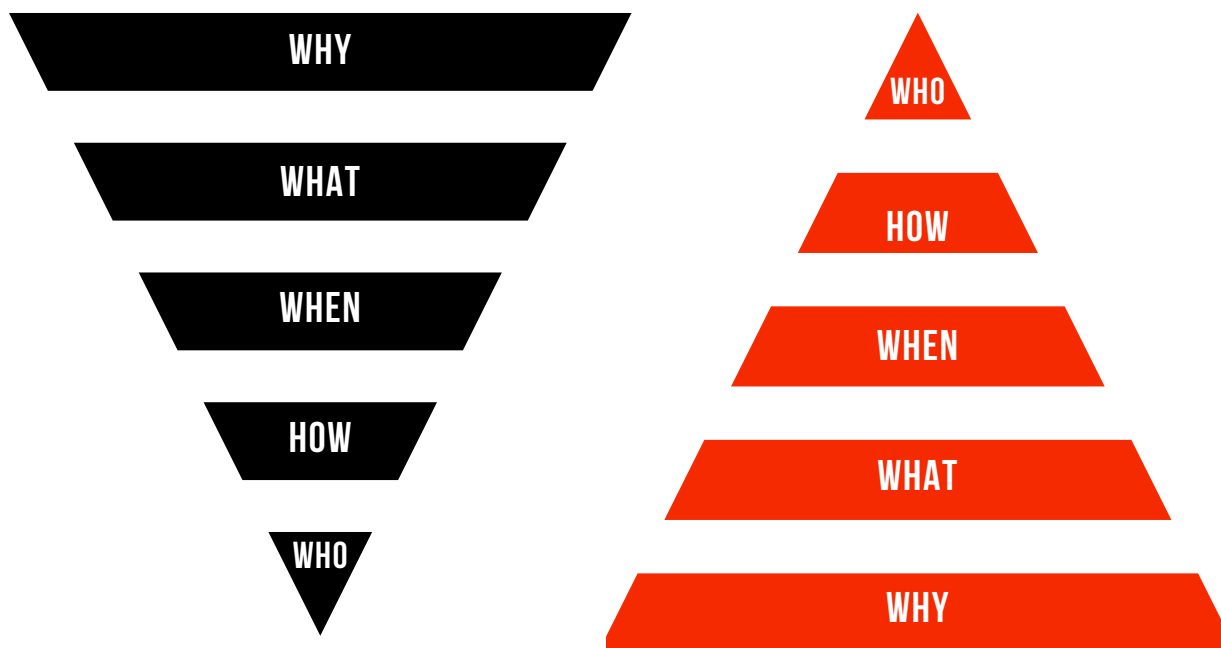- The Vision: _____
- Examples: _____
- Requirements: ___

The Delivery
- The Vision: _____
- Examples: _____
- Requirements: ___

Coordination
- The Vision: _____
- Examples: _____
- Requirements: ___

THE FIVE QUESTION PLANNING FRAMEWORK

- Why: motivation, objective, goal, rationale

- What: content, idea, theme, branding

- When: date, season, period

- How; process, style

- Who: personnel, target group

PLANNING FRAMEWORK

PROCESS	PEOPLE INVOLED	INPUTS	OUTPUT
Stage 1: Find the WHY	1. Members of the Vision Board	1. Vision Statement 2. Mission Statement 3. Core Values	1. List of Strategic Objectives
Stage 2: Establish the WHAT	1. Production Manager 2. Music Team Lead 3. Tech Team Lead 4. Teaching Team Lead	1. List of Strategic Objectives	1. **Objectives & Activity Alignment Matrix**
Stage 3: Outline the WHEN	1. Production Manager 2. Teaching Team Lead 3. Elders	1. Objectives & Activity Alignment Matrix 2. Conference Calendar 3. Members Feedback	1. **Sermon Calendar**
Stage 4: Determine the HOW	1. Production Manager 2. Music Team Lead 3. Teaching Team Lead	1. Sermon Calendar 2. Past & Present Service Outlines	1. Series/Sermon Guides 2. Service Templates Repository 3. Production Checklist
Stage 5: Involve the WHO	1. Production Manager 2. Music Team Lead 3. Tech Team Lead 4. Teaching Team Lead	1. Sermon Calendar 2. Service Templates Repository	1. Music Team Roster 2. Tech Team Roster 3. Preaching Roster

PLANNING FRAMEWORK

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OBJECTIVES & ACTIVITY ALIGNMENT MATRIX

Objectives	Activity
1. **Mentorship:** Increase youth (12 -18) participation in church activities.	1. Launch a Junior Praise Team

SAMPLE SERMON CALENDAR

JANUARY 5 - FEBRUARY 9
DOOMED TO REPEAT
This six-week series tells the story of Israel's deliverance from Egypt and their journey through the desert into the promised land.

FEBRUARY 16
GUEST SPEAKER
Guest speaker week

FEBRUARY 23 - APRIL 13
MATTHEW — PART TWO
This eight-week series guide answers the question "Who is Jesus?" Each week also invites listeners to recognize Jesus as God's Son and to receive him as Lord of their lives.

APRIL 20
GUEST SPEAKER
Guest speaker week

APRIL 27
GUEST SPEAKER
Guest speaker week

MAY 4 - JUNE 15
BINGE-READING THE BIBLE
This seven-week series focuses on how God reveals his will and desires for humankind through each specific section of the Bible.

SAMPLE SERVICE TEMPLATES REPOSITORY

SABBATH SERVICES OUTLINE

Worship in Song	10 mins
Testimonies & Prayer	15 mins
Offering & Announcements	10 mins
Worship in Song	15 mins
Message	40 mins

SIMPLIFIED SABBATH SERVICE OUTLINE

Praise & Worship	30 mins
Offering & Announcements	10 mins
Sermon	40 mins

CHILDREN'S DAY & BABY DEDICATION

Praise & Worship	10 mins
Offering & Announcements	10 mins
Praise & Worship	10 mins
Sermon	30 mins
Dedicatory Prayer for the Parents	5 mins
Dedicatory Prayer for the	5 mins
Child/ren	5 mins
Presentation of Gifts	7 mins
Songs of Celebration	
Benediction	

SAMPLE PRODUCTION CHECKLIST

DAYS BEFORE

☐ Get worship band song list and learn the mix (listen to it on Spotify, Rdio, Youtube, etc.)
☐ Confirm the musician roster (musician name, instrument and/or vocal)
☐ Develop a stage plot with name, instrument and/or vocal, and input number.
☐ Get a service order and additional audio needs such as "play backing track for soloist."

AFTER THE SOUND CHECK

☐ Check with musicians for any gear problems.
☐ Check with musicians for monitor levels problems.
☐ Check battery levels on wireless devices. Lock device settings if possible.
☐ Prepare for service recording (computer recording, CD, etc.)
☐ Relax

SAMPLE PRODUCTION CHECKLIST

DATE	SERIES	TOPIC	AUDIO TECHS	VIDEO TECHS	CAMERA OPS
Feb 23rd	Matthew	Son of God	Shawn	Jimmy	Chris & Emily
Mar 2nd	Matthew	Kingship of Christ	Tina	Martha	Gary & Sarah
Mar 9th	Matthew	Christ the Capstone	Kelly	Clark	Chris & Emily
Mar 16th	Matthew	Anointed One	Arthur	Andrea	Gary & Sarah
Mar 23rd	Matthew	Surrender	Shawn	Jimmy	Chris & Emily
Mar 30th	Matthew	Atonement	Tina	Martha	Gary & Sarah