

How-to: Team Briefings

Introduction

A team briefing is held at 09:45 before the service and a debrief at 12:30 after the service. The projectionist is expected to attend both of these meetings.

Initial team briefing

The initial team briefing is held at 09:45 either at the side of the auditorium (stage-left) or in the corridor next to the King's Kids rooms, which runs along the stage-left side of the auditorium. The service anchor will usually come and find you for this meeting, make sure that you are at the projection desk at this time.

This meeting will usually include the service anchor, pastor-at-the-back (PATB), worship leader, welcome team leader, floor manager and the people on P.A. and projection. The purpose of the meeting is to run through the service, make sure everyone is aware of anything unusual (for instance the projectionist may be told if there will be any extra videos), and to pray for the meeting.

This is a good opportunity to speak to the worship leader and make sure you have the correct song list.

De-brief

The final de-brief is held at 12:30 in the same place as the initial team briefing. The service anchor will try to come and find you for this meeting, this isn't always easy so it helps if you are near the projection desk or somewhere around the stage-left of the auditorium at 12:30.

The purpose of the de-brief is to discuss any problems during the service. These will then be fed back to the appropriate member of staff.

Keep a note of any projection-related problems during the service to discuss at this meeting. For instance, make a note of any songs that did not appear in the Library or any corrupted slides.