

Vision, Values, and Expectations

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Vision

WORSHIP MINISTRY VISION

The Healthiest, Most Vibrant Unificationist Worship Community in North America

WE SEE a worship ministry where every person serves with ownership, not as a spectator. Musicians, vocalists, and AV technicians all bring humble, generous hearts that replace egos and agendas. Excellence flows from genuine devotion to God, not from performance or recognition.

WE SEE a sustainable rhythm where abundant musicians and technical team members rotate week to week. Everyone excellent, everyone prepared, everyone supporting one another. No burnout. No exhaustion. Just consistent, vibrant service where each person knows their role and comes ready, with music learned and hearts prepared, creating seamless, distraction-free worship that points people to God, not to the stage.

WE SEE movement, raised hands, and authentic worship modeled from the platform. Not as performance but as leaders going first, setting the spiritual temperature so the congregation naturally follows. We see a community fully engaged, singing together, hands lifted, feeling God's presence move, being transformed week after week.

WE SEE a community that supports one another. Families praying for families. Small accountability groups meeting regularly. Elders actively mentoring younger members. Real relationships happening naturally as team members invest in one another spiritually, not just technically or musically. We see people joining worship ministry and gaining more than they give, growing in faith, in connection to God, in understanding their purpose.

WE SEE original Unificationist songs being written, refined, and recorded. These songs carry our theology in fresh, accessible ways. We see collaboration sessions where lyrics and melodies are crafted with care, produced with excellence, and shared across the nation. Within 3-5 years, we see a collection of our best songs on an album that becomes a resource for communities everywhere.

WE SEE both a rotating Praise & Worship team and a dedicated outreach band. The worship team is a large pool of volunteers who bring variety while maintaining consistency. "For Heaven's Sake" pushes beyond Sunday morning to inspire through concerts, events, and creative excellence. We see acoustic weeks, talent nights showcasing gifts beyond typical Sunday service, and diverse expressions of worship that engage every generation.

WE SEE communication that flows freely and faithfully. Team members respond promptly, share concerns honestly before they become conflicts, and celebrate wins openly. Leaders communicate

expectations clearly and kindly. Questions are welcomed without fear, mistakes are met with help rather than criticism, and everyone knows their voice matters. Problems get solved through conversation, not assumption. This genuine, consistent communication becomes the invisible glue holding our sustainable rhythm together, creating trust that extends from the stage to every corner of our community.

WE SEE our AV team as invisible facilitators. They ensure every word is heard clearly, every visual element serves the message, and every technical detail creates space for God to move rather than distract from it. We see technical servants who are just as spiritually invested, just as prepared, just as essential to creating worship that transforms lives.

WE SEE Sunday services functioning as welcoming doorways. Newcomers encounter God's love so powerfully they want to stay, connect, and belong. Compelling stories inspire others toward outreach and evangelism. Every element, from song selection to service flow, removes barriers and builds bridges. People don't just visit once but return, join small groups (study groups, volleyball, basketball, music sessions), and become part of the family.

WE SEE a worship ministry known nationally not for fame or recognition, but because we've been faithful stewards of what God has entrusted to us. Other communities will ask, "How did you build something so healthy, sustainable, and vibrant?" And we will openly, generously share everything we've learned, because this isn't about us. It's about building God's Kingdom together.

WE SEE generations shaped by what we build now. The songs we sing today become the songs children will sing to their children. The culture we establish creates an atmosphere where families thrive, outreach multiplies, and the Kingdom grows one family, one community at a time.

THIS IS OUR VISION. Not built in a day, but grown through consistent prayer, humble service, genuine investment in people, and faithful devotion. We honor the amazing foundation we've been given, and we commit to cultivating it with excellence, sustainability, and hearts fully alive to God.

We are not just creating worship services. We are shaping our movement's future.

Values

Four Core Values

We are **WORSHIPERS**

Private Devotion, Public Overflow

- Our **PERSONAL** devotion is the source of our power and wisdom
- Our public ministry is **OVERFLOW** from our private devotion
- We model **AUTHENTIC** engagement, not performance, because we lead worship as worshipers first

We are **INVESTED**

All In, Fully Prepared

- We serve with **INITIATIVE** and **OWNERSHIP**, seeing needs and meeting them without being asked
- We have **HUMBLE HEARTS** that check egos at the door
- Our music is learned, our hearts are ready, our parts are practiced; we bring God our **BEST**
- We **PURSUE EXCELLENCE** because it points to a God who is excellent
- We invest in the **WHOLE PERSON**, in faith, skill, prayer, accountability, and genuine care

We are **CREATIVE**

Fresh Expression of the Principle

- We create **FRESH EXPRESSIONS** of the Principle
- We write original songs, develop **INNOVATIVE** formats, and explore new approaches

- We **DREAM**, take risks, experiment, and embrace new ideas
- We find **CREATIVE SOLUTIONS** to challenges our ministries face

We are FAMILY

Real Relationships, Real Love

- We cultivate **REAL RELATIONSHIPS**, not just Sunday collaborations; we genuinely love being together
- We **BUILD EACH OTHER UP** with our words, actions, and attitudes
- We practice constant, honest communication, mutual support, and **REGULAR PRAYER** for one another
- We are **MULTIPLE GENERATIONS** investing in each other
- We **FREELY SHARE** our knowledge and experience to help others succeed

Expectations

Worship Ministry Team Member Expectations

For detailed procedures (scheduling, communication channels, setup times, etc.), see the Important Information Guide.

General Expectations

1. Spiritual Formation

Your personal relationship with God is the source of everything you bring to this ministry.

- Maintain a consistent personal devotional life
- Approach your role as an act of worship, not just a task
- Arrive spiritually prepared, not just technically prepared
- Be open to growth, mentorship, and team prayer

2. Attendance & Commitment

Consistency builds team cohesion and prevents burnout.

- Honor your committed service dates as firm commitments
- Attend all scheduled rehearsals for services you're committed to
- Communicate clearly with leadership about schedule changes or seasons of reduced capacity

3. Preparation & Excellence

Preparation is an act of love for God, your team, and the congregation.

- Review and practice your assigned material BEFORE rehearsal
- Arrive knowing your music, not learning it
- Be familiar with service flow and your specific cues
- Bring a teachable spirit and readiness to adjust

4. Communication

Clear, timely communication is essential.

- Stay connected through team communication channels
- Respond to scheduling requests and messages promptly
- Read posted announcements and updates
- Communicate proactively about conflicts, questions, or concerns
- Address issues directly and promptly, as silence creates dysfunction

5. Attitude & Team Culture

The health of our team depends on every member's attitude.

- Serve with humility; check egos at the door
- Build others up; see needs and meet them
- Receive feedback with grace; offer feedback with kindness
- Engage in genuine relationship, not just Sunday collaboration
- Pray for your teammates

6. Technical Skills & Growth

We meet you where you are and help you get where you want to go

- Show up prepared and invest in your craft
- Be open to coaching and trying new things
- Communicate honestly about where you're at and what you need
- Ask questions; let leadership know early if something feels out of reach

7. Platform Presence & Dress

Help the congregation focus on God, not on the stage

- Dress neatly and appropriately for leading worship
- Avoid clothing with large logos or graphics that draw the eye
- Model authentic worship; stay focused and present throughout service
- Minimize distracting movements or conversations on platform

Role Specific Expectations

Vocalists

Preparation:

- Warm up before rehearsal and service
- Learn harmonies and arrangements as assigned
- Know your microphone technique

On Platform:

- Model authentic worship; be the first to engage
- Blend rather than overpower; sing with confidence

- Alert leadership immediately about vocal strain or range issues

Musicians / Instrumentalists

Preparation:

- Practice charts thoroughly before rehearsal
- Bring your instrument in good working condition
- Know your tone settings and role in the mix

On Platform:

- Tune before rehearsal and service; be ready when rehearsal starts
- Play dynamically and serve the song
- Communicate equipment issues or gear needs in advance

AV / Tech Team

(FoH Audio, Lighting, Camera, ProPresenter, Streaming Coordinator, Stage Manager)

Preparation:

- Arrive early for setup and sound check
- Review service flow and special technical requirements
- Ensure all equipment is functioning before rehearsal begins

During Service:

- Be attentive and focused; troubleshoot calmly and discreetly
- Stay until teardown is complete and gear is properly stored
- Remember: every word heard clearly, every visual that serves the message—that's worship

What We Won't Accept

To protect our team culture, these behaviors are not acceptable:

- Ignoring scheduling requests or team messages
- Chronic last-minute cancellations without communication
- Gossip, negative talk about teammates or leadership, or passive-aggressive communication
- Diva behavior, entitled attitudes, or using your role for personal recognition
- Cliques or exclusionary behavior

Accountability & Growth

- **Bring concerns directly to leadership or the appropriate person.** Don't let issues fester.

- **Receive correction with grace.** We correct because we care.
- **Communicate openly** about changing seasons of capacity so we can support you.

When expectations aren't met: We approach correction with grace and truth. Our goal is always restoration and growth. This may involve direct conversation, written expectations, role adjustment, or stepping back for a season.

My Commitment

I have read and understood these expectations. I commit to serving with excellence, humility, and a heart for worship.

Name

Role(s)

Date

Signature

Questions? Contact Kenei at worship@minnesotafamilychurch.com

Last revised: 2026-01-11

Important Information

Important Information Guide

Worship Ministry - Minnesota Family Church

Purpose of This Document: This guide contains all the procedural details, step-by-step instructions, and practical how-tos that support the Worship Ministry Team Member Expectations document. This is the document that can be updated as tools, schedules, and processes change without needing to revise the core expectations.

1. Communication Channels & Expectations

1.1 Platform Overview

Platform	Purpose	How to Access
Zulip	Primary team discussion, updates, questions	mfc.zulipchat.com - Download the app or use web
Planning Center Services / Music Stand	Scheduling, music charts, blocking dates	Invite via email; get the Services and Music Stand app
WhatsApp	Churchwide communication	Contact Pastor Ben to be added
Email	Reminders from Planning Center	Automatic notifications
Text/Phone	Day-of emergencies only	Use sparingly

Zulip Setup:

Sign-up link: <https://mfc.zulipchat.com/join/7ksn2p4cqxsfdmqudnud6f/>

1. Click the sign-up link above and create an account
2. Download the Zulip app (or use the website)
3. When asked for organization URL, enter: `mfc.zulipchat.com`
4. Log in with your new account

Planning Center Setup:

1. Accept the email invite from Planning Center
2. Download the Services app (or use `services.planningcenteronline.com`)
3. Use the Schedule tab to accept/decline invites and view plans

4. Access music and charts through the Services app or the Music Stand app

1.2 Response Time Expectations

- Planning Center service/blockout requests: **within 48 hours**
- Direct messages: **within 24 hours**
- Emergency/urgent matters: **as soon as possible**

1.3 What to Use When

Situation	Use This
General questions, team discussion	Zulip
Availability, music resources	Planning Center
Private conversation with leadership	Zulip DM or email
Day-of emergency (running late, sick, equipment failure)	Text/Call
Something sensitive or personal	Direct conversation or email with Kenei

2. Scheduling Workflow

2.1 Monthly Scheduling Process

When	When Happens
~5 days before month end	Reminder to block out dates for next two months
Start of month	Schedule created and requests sent out
Within 48 hours	Team members accept or decline
Within additional 48 hours	Schedule finalized

2.2 How to Block Out Dates

1. Open Planning Center Services ap
2. Go to Schedule tab
3. Tap "Add Blockout"
4. Enter dates, times, and reason
5. Save

Full instructions: [Planning Center Help Article](#)

2.3 When You Can't Make a Scheduled Date

- 1. **Decline in Planning Center:** Go to your Confirmed schedule and decline
- 2. **Block out the date:** Add a blockout with the reason
- 3. **Notify leadership:**
 - 1. Known in advance: Zulip DM to your leader
 - 2. Day-of emergency: Text your leader AND/OR message team on Zulip

The earlier you communicate, the easier it is to find coverage

3. Rehearsal & Service Details

3.1 Weekly Preparation Timeline

Day	What to Do
Monday	Setlist finalized and notes posted in Zulip
Mon-Thur	Practice your parts individually; ask questions in Zulip
Thursday 5-7 PM	Rehearsal (refine together, work through transitions)
Sunday	Execute with confidence and spiritual focus

3.2 Arrival Times Sunday

Role	Arrival Time
Vocalists & Musicians	8:00 AM
AV/Tech Team	8:30 AM

3.3 Service Flow

Time	What's Happening
9:30 AM	Tech/worship service overview (Sunday School Area)
9:45 AM	Tech team final checklist
9:50 AM	Countdown timer starts
9:55 AM	Pre-service piano
10:00 AM	Service starts - welcome and greet
10:05 AM	Worship set begins
10:20 AM	Sermon

Time	What's Happening
10:45 AM	Announcements / Benediction
10:50 AM	Closing song

4. Technical Procedures (AV/Tech Team)

For detailed AV procedures and role-specific guides, see the AV Team Handbook.

This section provides a high-level overview. The AV Team Handbook contains everything an AV volunteer needs.

4.1 Setup Overview (8:30am)

- Turn on equipment in tech booth (mixer, computers, streaming setup)
- Set up camera and tripod
- Launch streaming software and ProPresenter
- Test walkie-talkies
- Attend 9:30am service overview

4.2 Teardown Overview

- Stop streaming on Vimeo and Zoom
- Close ProPresenter (save changes)
- Transfer camera footage
- Breakdown and store camera/tripod
- Brief debrief if needed

4.3 Staffing Minimums

Configuration	Roles Covered
Full Team (4-5)	ProPresenter + FoH Audio + Camera + Streaming Coordinator + Stage Manager
Ideal (3-4)	ProPresenter + FoH Audio + Camera + Streaming Coordinator
Absolute Minimum (2) (rare)	ProPresenter + FoH Audio

Solo tech should never happen. If you're alone, communicate with worship leader immediately about what can and can't be covered

4.4 Equipment Issues

- **During Service:** Address critical issues immediately; note minor issues for later
 - **After service:** Message Kenei on Zulip in AVTeam Channel with details (what's broken, when it happened, what you tried)
 - **Equipment requests:** Send to Kenei via Zulip in AVTeam Channel or email with explanation of need
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5. Resources & Quick Reference

5.1 Key Info

Worship Ministry Lead: Kenei

Email: worship@minnesotafamilychurch.com

Phone: 319-290-5056

Other Credentials

Wifi, frontdoor lock code, and other credentials are stored in **Bitwarden**. Ask Kenei for access if needed.

6. FAQ

This section will grow as questions come up

Q: What if I can't make a date I already accepted?

A: Decline in Planning Center, block the date, and notify leadership as early as possible. See Section 2.3.

Q: Where do I find the music for Sunday?

A: In the Planning Center Services app. Select the date, then view the songs and files.

Q: Who do I contact for AV equipment issues?

A: Message Kenei on Zulip with details about the problem.

This document may be updated as processes change.

Last revised: Jan 17, 2026

AV Team Handbook

Minnesota Family Church — Worship Ministry

Welcome

Welcome to the AV team! This handbook is your guide to serving in technical ministry. Whether you're new to AV work or experienced, this resource will help you understand our systems, procedures, and the heart behind what we do.

Our Mission:

Every word heard clearly, every visual that serves the message, every smooth transition—that's worship. Your technical excellence creates space for people to encounter God without distraction.

How to Use This Handbook:

Don't memorize everything at once. This is a reference guide—come back to it as you learn and grow. Start with the sections relevant to your role, then expand from there.

1. Getting Started

1.1 Your First Sundays

Phase	Focus
Phase 1	Shadow & observe. Learn where things are. Ask questions.
Phase 2	Hands-on training (weekday session with Kenei or experienced member). Shadow Thursday rehearsal and Sunday.
Phase 3	Run your role with someone next to you for guidance.
Phase 4	Run your role independently with backup nearby. Debrief afterward.

After Phase 4, you're ready to serve confidently. Continue growing through practice and feedback.

1.2 Cross-Training

We encourage learning multiple roles so the team can flex when needed.

Entry Level: Stage Manager, Camera Operator
Intermediate: ProPresenter, Streaming Coordinator
Advanced: FOH Audio

Goal: Everyone comfortable in at least 2 roles, and familiar with all roles at a basic level.

2. Sunday Morning Overview

2.1 Timeline

Time	What's Happening
8:30am	AV team arrives. Begin setup.
9:30am	Tech/worship overview meeting (Sunday School area)
9:45am	Final tech checklist
9:50am	Countdown timer starts
10:00am	Service begins
10:05-10:20am	Worship set
10:20am	Sermon
10:45am	Announcements/Benediction
10:50am	Closing song, service ends
Post-service	Teardown and debrief

2.2 Setup Checklist

- ☐ Turn on Quick10 Lights
- ☐ Turn on Qu-32 mixer
- ☐ Power on streaming computer (Windows) — **do this before turning on iMac**
- ☐ Launch Vimeo streaming software
- ☐ Prepare Zoom meeting
- ☐ Power on iMac (ProPresenter) — **only after streaming program is running**
- ☐ Open ProPresenter and verify slides are loaded
- ☐ Set up camera and tripod next to tech booth
- ☐ Connect camera to streaming computer
- ☐ Test walkie-talkies and earphones

- ☐ Check chair spacing in sanctuary
- ☐ Handle stage setup needs (mic stands, music stands—band handles instruments)

2.3 Teardown Checklist

- ☐ Stop streaming (Zoom and Vimeo)
 - ☐ Close ProPresenter (save any changes)
 - ☐ Transfer camera files to computer
 - ☐ Break down camera and tripod
 - ☐ Store camera and tripod in cage backstage
 - ☐ Store walkies and wireless mics in booth
 - ☐ Brief debrief with worship leader if needed
-

3. Role Guides

3.1 ProPresenter Operator

What you do: Control what the congregation sees on screens. Advance slides smoothly so people can follow along without distraction.

Setup:

- Launch ProPresenter
- Load Sunday's playlist (should be ready from Thursday)
- Verify all songs have complete lyrics
- Check announcements slides
- Load sermon slides if provided
- Test output to projector/screen

During Service:

- 9:50am: Start countdown timer
- Advance slides in sync with service
- Stay one step ahead—know what's coming next
- Display sermon slides as directed by pastor
- Stay focused throughout

Tips:

- Learn the songs beforehand so you know when choruses repeat
 - Watch the worship leader for cues
 - If you make a mistake, fix it quickly and keep going
-

3.2 FOH Audio (Front of House)

What you do: Mix the sound the congregation hears. Balance vocals, instruments, and spoken word so everything is clear and serves the worship experience.

Equipment: Allen & Heath Qu-32 digital mixer

Current preset: "Ableton Test" (this will change over time)

Setup:

- Power on Qu-32
- Load Sunday preset
- Check wireless mics— swap batteries
- Verify wired mics are connected and unmuted
- Walk through sanctuary and listen to speakers

During Service:

- Maintain balanced mix—vocals clear but not overpowering
- Adjust levels smoothly during transitions
- Monitor for feedback
- Watch worship leader and pastor for signals

Mixing Basics:

- Start with kick and bass, then layer instruments around them, then vocals last
- Use EQ to cut mud (200–400 Hz) and add clarity (2–5 kHz for vocals)
- Aim for peaks around -10 to -6 dB (dip the mustard)
- Less is more with effects

Note: Band handles their own monitor mix via IEM and app. You focus on house and stream (mix 9/10) sound.

3.3 Camera Operator

What you do: Frame shots for the online congregation. Help remote viewers feel connected to the service.

Setup:

- Set up camera on tripod next to tech booth
- Frame initial wide shot of stage
- Connect to streaming computer via HDMI/SDI
- Test video feed in streaming software
- Adjust white balance and focus

During Service:

- Record for extra footage
- Adjust framing as needed (less is more)
- Coordinate with Streaming Coordinator (they zoom in and out)
- Keep movements slow and smooth
- Anticipate transitions

Storage: Camera and tripod go in the cage backstage.

3.4 Streaming Coordinator

Often combined with Camera or ProPresenter when team is small.

What you do: Manage the livestream so online viewers have a good experience.

Setup:

- Launch Vimeo streaming software on Windows computer
- Start Zoom meeting for remote attendees
- Verify audio feed from Qu-32 is coming through, especially to Vimeo
- Verify video feed from camera is displaying
- Test stream quality before service

During Service:

- Start stream at 10:00am
- Monitor stream health (connection, audio/video sync)
- Make note of who's watching zoom to count attendance
- Address issues quietly

Important: Turn on streaming software before iMac. The iMac is a source input and won't be recognized if it's already running when streaming software starts.

3.5 Stage Manager

What you do: Help with physical setup, assist tech roles, observe and learn.

This is a flexible role: great for new team members learning the ropes or experienced members who want to support the team.

Setup:

- Arrive at 8:30am
- Help with chair spacing
- Set up mic stands, music stands (band handles instruments)
- Assist other tech roles as needed

During Service:

- Observe service flow—take notes on what works and what doesn't
- Assist in stage transitions
- Handle last-minute needs discreetly
- Learn by watching other roles

Post-Service:

- Help with teardown
 - Share observations with worship leader
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4. Communication During Service

Current System: Walkie-talkies with earphones

Protocol:

- Keep chatter to a minimum during service
 - Be clear and concise: "Audio, singer's mic is choppy, resync"
 - Acknowledge messages: "Copy" or "Got it"
-

5. Equipment Reference

Audio

- **Mixer:** Allen & Heath Qu-32
- **Wireless mics:** Shure GLXD4R w/ UA846Z2 receiver
- **Wired mics:** Shure SM58 with switches

Video

- **Camera:** [placeholder]
- **Tripod:** [placeholder]

Streaming

- **Streaming computer:** Windows PC (dedicated)
- **ProPresenter computer:** iMac (separate feed into streaming computer)
- **Software:** Vimeo streaming, Zoom
- **Platforms:** Vimeo, Zoom

Storage Locations

- **Camera & tripod:** Cage backstage
- **Walkie-talkies & wireless mics:** In booth
- **Mic accessories:** In booth

6. Getting Help

You're not expected to know everything.

- **Ask in Zulip** — the whole team benefits from shared questions
- **DM Kenei** for private concerns
- **Schedule a training session** if you need hands-on help
- **Shadow an experienced member** on Thursday or Sunday

There are no dumb questions. We'd rather you ask than guess.

Contact

Worship Ministry Lead: Kenei

Email: worship@minnesotafamilychurch.com

Phone: 319-290-5056

This handbook is a living document. As we learn and grow, we'll update it together.

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