

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/7ksn2p4cqxsfddmqdnujod6f/>

- 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.

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