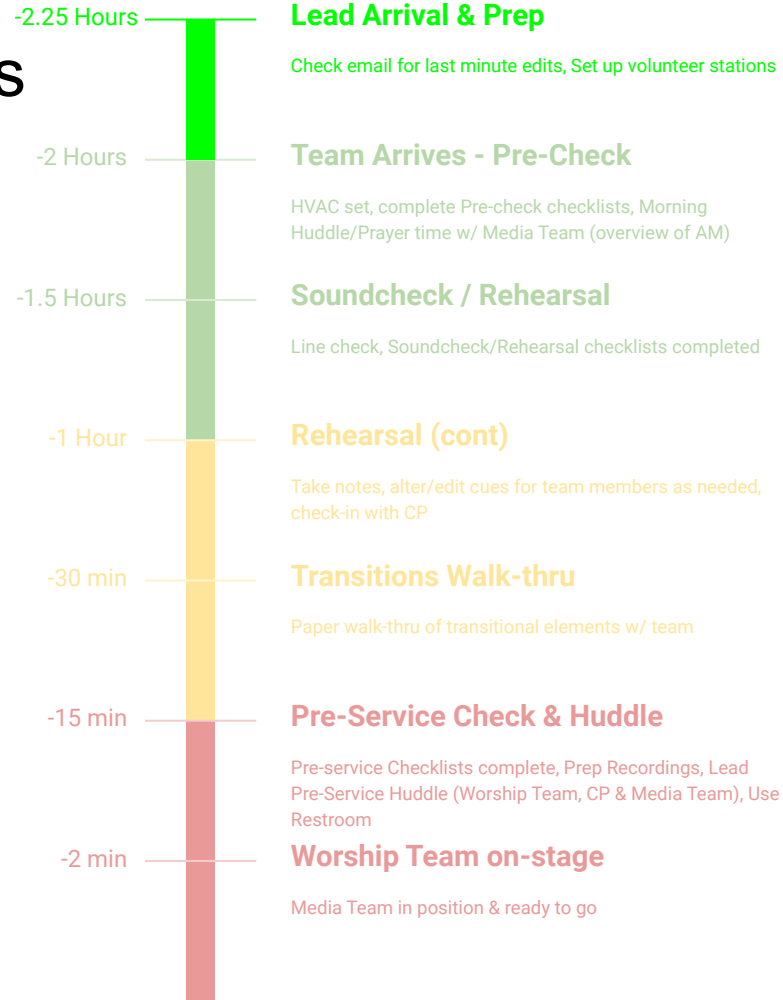


RADIUS Church

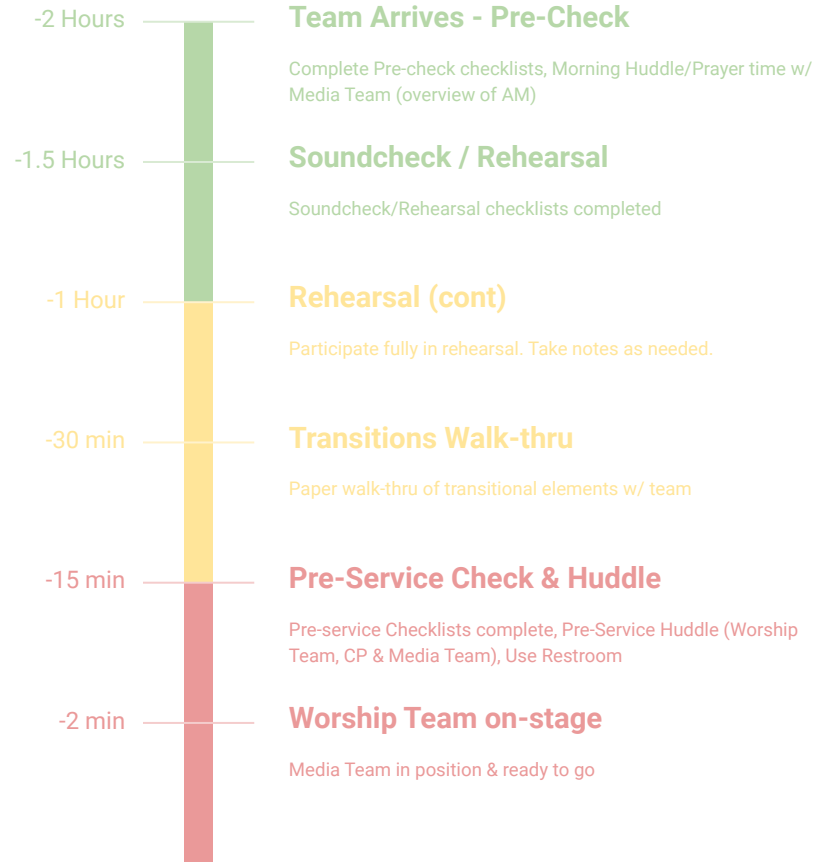
Media Team

Ideal Workflows
rev. 1.25.23

Sunday Rhythms: Leaders



Sunday Rhythms: Team Members



Weekly Rhythms: Leaders

MONDAY

Media Team Report Deadline 12PM

Reach out to last week's volunteers and follow-up with any issues you were unable to address

Reach out to any new volunteers / interested volunteers

TUESDAY

Sermon Prep Day (CPs)

Write 1 Thank You note to a volunteer

Reach out to Central Support for any troubleshooting or additional support required for upcoming Sunday

WEDNESDAY

Prep Day 1

Check PCO for Order of Service

Reach out to WL & CP RE: special elements or creative ideas they are entertaining for Sunday

Send PCO Reminders to volunteers

Pray for your team

THURSDAY

Prep Day 2

Pre-load as much content as possible in Pro7 (Announcements, Pre-scroll, Special videos, etc.)

Confirm resolution of all issues from previous Sunday

Confirm volunteers via PCO

FRIDAY

Final Prep Day

Coordinate & confirm arrangements for songs & service transitions with WL & CP

Prep songs & message slides in PCO (import via SongSelect, arrangements, typos, etc.)

Confirm band & stage setup with WL. Execute changes

SATURDAY

Pre-Sunday Check-ins

Text details about Order of Service to volunteers that would be helpful for them

Chat /Text with CP & WL to confirm any changes & last minute details

Pray for your team, worship leader, & campus pastor

Weekly Rhythms: Team Members

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
FREE DAY	Self-Improvement Day <u>Options:</u> Check out a video on MxU Read an article Learn something new	Prep Day 1 Check PCO for Order of Service Download music & listen Respond to PCO Reminders / Confirm your participation	Prep Day 2 Listen to the set list PRO7 - pay attention to arrangement notes in PCO AUDIO - listen to mix choices. Listen for special instrumentation or mix choices	Final Prep Day Listen to the set list Check PCO for last minute updates & notes Check-in with Team Leader to confirm any special elements or to detail any potential issues	Pre-Sunday Check-ins Read passage for tomorrow's sermon. Listen to the set list Pray for your Team Lead, Worship Team, & Campus Pastor

Monthly Rhythms

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
<p>New Year surge</p> <p>Great time for Interest Meetings & Onboarding New Volunteers</p> <p>Begin convos about Easter & GF plans</p>	<p>Winter Daldrums</p> <p>Trainings, Onboardings & Team Building activities help break up the monotony.</p> <p>Schedule for March-April Due</p>	<p>Easter Prep</p> <p>Gear up for Easter & Good Friday.</p> <p>Early March is great for pre-Easter training</p>	<p>Good Friday/Easter & Pray May Prep</p> <p>Busy month!</p> <p>Don't do trainings here.</p> <p>Schedule for May-June Due</p>	<p>Pray May events</p> <p>Lots of mid-week activity.</p> <p>End of school year events</p> <p>Not a good training month</p>	<p>Summer Begins</p> <p>Take advantage of longer days & more margin. Host a training or team get-together</p> <p>Schedule for July-Aug Due</p>

Monthly Rhythms (cont.)

JULY	AUGUST	SEPT	OCTOBER	NOVEMBER	DECEMBER
<p>Summer Break & Student Camps</p> <p>July is a great spot for additional training or for equipment repair/upgrades</p> <p>Don't forget we have to support Student camp</p>	<p>Back-to-school</p> <p>August is busy for families.</p> <p>Try not to host trainings.</p> <p>Begin Christmas convos.</p> <p>Schedule for Sept-Oct Due</p>	<p>Fall Rhythms Begin</p> <p>New visitors surge</p> <p>Another great month for Interest Meetings & Onboarding</p> <p>Advent Planning Begins</p>	<p>Fall Break</p> <p>Nail down Christmas details.</p> <p>Host a training</p> <p>Order gear for Christmas/New Year</p> <p>Schedule for Nov-Dec Due</p>	<p>Holidays in-sight</p> <p>Not a good month for training.</p> <p>Over-communicate needs for Christmas Eve/New Year</p> <p>All-RADIUS Advent service</p>	<p>Christmas!</p> <p>No Trainings!</p> <p>Express gratitude to your team for a great year</p> <p>Christmas Eve</p> <p>Schedule for Jan-Feb Due</p>