**Planning Rhythm**

**ANNUALLY** **–**

* 6-12 months out: Lead Pastor will plan, name, and give concept to sermon series in the annual sermon-planning calendar.

**QUARTERLY -**

* 3 months out: Series names will be clarified and we will brainstorm visual concepts including logo and promotional material.

**MONTHLY -**

* 1 month before a new series begins: Artwork promotional material are to be completed and used in a teaser campaign to promote friendship evangelism.
* 1-2 weeks out: We will promote the upcoming series to build momentum for friendship invitation.
	1. - Weekend promo videos 2 week before
	2. - Logos in print and digital media 2 weeks before
	3. - Mention in the sermon wrap up 1 week before

**Meeting and Operational Rhythm**

**BI-MONTHLY –**

* Lead Pastor meets with planning team to include - Teaching Team Coordinator, Creative Arts Director, and Worship Ministry Team Leader.

**MONTHLY –**

* Lead Pastor meets with Teaching Team Coordinator and Creative Arts Director

**WEEKLY –**

* Lead Pastor meets with Teaching Team Coordinator

**Weekly Worship Service Plan Execution**

**Monday**

* Sermon rough draft in Dropbox folder by 12 noon.
* Worship Team Meeting (1 hour): We will look back, look in, and look forward.
* Debrief previous week: What worked, what didn’t, and what is God up to?
* Read concept for upcoming week: Including any passage.
* Review simple outline for upcoming week: Brainstorm creative content and response time.
* Discuss big idea for the upcoming weeks: Sermons, series, and/or special events.
* Brainstorm material needed for all campuses.

**Tuesday**

* Team Leader Meeting: Communicate to team the connection possibilities with message content.
* Creative Arts Director: Selection of possible bumper videos sent to teaching pastor for approval.

**Wednesday**

* Teaching Pastor: Email draft of manuscript to Tracy and Wynne for input by early morning.
* Teaching team Coordinator: Read manuscript and emails input to Teaching Pastor by Thursday morning.

**Thursday**

* Teaching Pastor: Send working draft to Executive Admin by 12:00 Noon to allow for creative development.
* Teaching Pastor: Develop final outline/manuscript and email to Executive Admin by 12 Noon, for duplication and worship production purposes.
* By 12:00 Noon: Any additional media (pictures or videos) submitted to Executive Admin.
* Creative Arts Director: Bumper video selection finalized and loaded.

**Friday**

* Teaching Pastor: writes and submits final table talk discussion guide to Executive Admin by 11:00 am
* Worship Admin: creates or publishes sermon outline for bulletin printing.
* Worship Admin: Sermon slides creation
* Worship Administrative Team: Uploads media slides (Media Director builds for Courthouse/Chester, Media Team builds for Chester)
* Adult Ministry Admin: Bulletins are stuffed
* Worship Admin: Outline loaded to app
* Worship Admin: Manuscripts printed for Media Team
* Worship Admin: Table talk outline edited and then loaded in constant contact waiting for Table talk video
* Worship Admin: Completed slides and outline emailed to Teaching Pastor for final review by 5 PM.

**Saturday**

* Any additional changes emailed to Media Team by 3 PM.
* Teaching Pastor: Arrive by 5:30 PM to debrief media techs.
* Record Table talk video after the service
* Teaching pastor for the weekend Debriefs with Lead Pastor and Teaching Team Coordinator after service to make any needed adjustments.

⮊ Following this rhythm ensures weekend quality and missional success. All of this is critical to the success of preaching the gospel. Don’t forget to make prayer a priority throughout the whole process!

**Worship Team Directory**

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