



Communications Department - Ministry Teams Roles

This document contains descriptions of the roles, responsibilities, and expectations for volunteers serving on any of the Communications Ministries Teams. The Team works alongside COP Staff and captures, produces, and presents the Worship Ministry, Teaching Team, and various Ministry Teams that make up the cohesive expressions of the COP Experience for the In-Person congregation, our Online Church community, and Social Media through the vehicles of video, computer graphics, and other multimedia modes with the objective to expand the Kingdom of God. Each role is vital to the overall visual voice of the ministry. Preparation for our weekly Celebrations begins at 6:45 AM each Sunday morning at the Legacy Center and continues at the Cathedral during our 9:30 AM and 11:15 AM Celebrations.

MEDIA LIVE-PRODUCTION

Stage Production Manager(s) - The *Production Stage Manager* is responsible for understanding and communicating the various attributes of the in-person Celebration programs and agendas for other COP events. The role serves to coordinate with all parties involved with a weekend Celebration or special event while making sure everyone knows where to be and when, and all necessary assets are in place. Being ministry-minded, this individual(s) builds and manages a team of stage support as needed, makes on-the-spot decisions pertaining to the production of our weekly media productions including lighting, changes to Computer Graphics data, creates plans for adaptations to the stage (podium placement, props, etc.), and call cues for transitions to the presenters and any team members when needed. Channels of communication are to remain open between this role and the Communications Director, Media Manager, Worship Director, and other members of the Communications Ministry Team. This role reports to the Senior Media Manager
Contact: media@cop.church

VIDEO

Cameras - The *Camera Team* is responsible for capturing the COP Experience during our in-person Celebrations, including our praise and worship, sermons, and all other aspects of our services for visual displaying on our video screens and our recordings. Other opportunities involve filming for our Online Church Celebrations, and other special projects. Training is available.
Contact: media@cop.church

Switchers - The *Switchers* determine what is displayed visually during our in-person Celebrations. Receiving instructions and direction from the Media Manager and Program Director, the Switchers maintain a high level of alertness and make on-the-spot decisions and determinations as to the visual appropriateness and relevant presentation for our congregation. No prior experience is required, and training is available.
Contact: media@cop.church

AUDIO

Audio Technicians - Audio Techs work alongside the Lead Sound Engineer to ensure our congregation is receiving the best quality sound in concert with the worship experience presentation. Audio Techs control the sound mix for both the Front of House (FOH) and our Online Church audience (Online). Prior sound experience is certainly welcomed, but not required. Training is available and ongoing.

Contact: peterdeleon@cop.church

VISUAL ARTS

CG - The *Computer Graphics* (CG) team aka "Clickers" prepare and populate the song lyrics, scriptures, and sermon points, as well as the video announcements onto the video screens. This aids in communicating poignant information and facilitates the worship and learning experience of each member of our congregation. The commitment may include time for the preparation of information being imported and segmented, and arranging slides for presentation. Working knowledge of ProPresenter is preferred but is not required as training is available. The CG team currently operates our theatrical lighting.

Contact: VATeam@cop.church

Lighting Operator - Operates and learns to design theatrical lighting sequences for specific scenes during our weekly gatherings and celebrations. This may also include designing lighting sequences for dramatic presentations. Follows direction of the Media Manager and/or Stage Manager, but also makes on-the-spot decisions for the best outcomes of ministry. It is preferred to have LOs learn aspects of CG in order to cover and assist as needed.

Contact: media@cop.church

Photographers - We capture still images of each celebration, major event, and ministry team activity. Photographers are called upon to provide high-quality stills for ministry and promotional use on our website and social media, as well as for archival purposes. Other special occasions might call for photographers: baby dedications, birthday celebrations, etc.

Contact: media@cop.church

ONLINE

Worship Facilitators - Serving during our Sunday Online Celebrations, our Worship Facilitators host our online audience by first and foremost, being present to serve on our <http://cop.online.church>, YouTube, and Facebook platforms. WFs graciously provide regular information on salvation/rededication, giving, follow-ups, and more. The host may also engage in one-on-one chats as prayers are requested. We recommend mature believers who have a gift of intercession and hospitality. This is the perfect way to serve if you are already a part of and enjoying our Online Church. Training is available.

Contact: pastorjonno@cop.church

Social Media - The Social Media team creates and develops content suitable for the promotions and spiritual maintenance of those connected to our social media venues: Facebook, Instagram, Twitter, and beyond. Working within the context and scope of the Ministry, the Social Media team reinforces and reminds our audience of our vision, mission, and ministry strategy, through promo and post-mo strategies.

There are various aspects of this role:

- Promotional posts for events
- Setting up sub-pages and groups for COP Ministry Teams as needed
- Inspirational posts:
 - Scriptures/graphics,
 - Video shorts from sermons

All content must be approved by the Communications Director prior to posting. The use of posting tools, such as Meta Business Suite, is favorable, and we can grant access and provide training for this.

Contact: pastorjonno@cop.church

MEDIA STUDIO PRODUCTION

Editor - The *Video Editor* is responsible for maintaining a high level of quality for our video productions including our in-person Celebrations, our Online Church Celebrations, and other special projects. A working knowledge of Adobe Premier, Final Cut Pro, or Da Vinci is required. Additional training is available. These positions are typically held by staff members, volunteers, and academic interns. Video Editors work closely with the Media Manager for direction and input. Training is available.

Note: This role may or may not be included in the staff role of Videographer.

Contact: media@cop.church

Writer - Conceptualizes the message and authors a synopsis, and script, and delivers scene-by-scene transitions that can be translated to a treatment and/or storyboard.

Director - Translates the concepts of the script, and controls a film's artistic and dramatic aspects, and visualizes the screenplay while guiding the film crew and actors in the fulfillment of that vision.

Director of Photography - responsible for the recording of a film, television production, music video or other live-action piece.

Camera Operator - works under a Director of Photography and executes shots that the director and DP call for and frame. Training is available.

Contact: media@cop.church

Production Assistant - responsible for various aspects related to the film production. PAs may be called upon to support the talent or the crew in numerous tasks. Assures continuity in shots.

Gaffer - Performs the operation of the lighting technician for the production.

Grip - Sets up electrical and riggings for lighting, etc., and ensures the filming set is a safe working environment.

Production Sound Engineer - The Production Sound Mixer captures the sounds during filming. Also responsible for the mixing of the soundtrack, foley sound effects, and primary sound for the film during post-production.

Audio Technician - Assists and supports the Production Sound Engineer in setting up the microphones, micing the talent, monitoring sound, limiting ambient noises, and other related tasks as needed.