



EVERGREEN PRODUCTION

Welcome to Evergreen Production!! We are so excited for you to join us in our mission to make more and better followers of Jesus. We do this by recognizing that every way we serve is profoundly spiritual, so we do it to the best of our ability. This manifests in multiple ways, including bringing about powerful and transformative worship gatherings, fostering Christ-centered relationships, developing effective spiritual disciplines, and participating in meaningful service.

Here are a few resources to get you started:

Planning Center Online

Planning Center Online (or PCO) is super handy in a few ways:

1. **Schedule** - This is where you'll find your schedule, and what positions you're requested to serve in.
2. **Availability** - From the **Schedule** tab, tap your **profile picture** > **Teams** > change availability on each team you're assigned (e.g., Sunday: Twice a month, Wednesday Night: As often as needed). From your profile page, you can also add blackout dates. **NOTE:** The more clear you are on days you are available, the fewer shifts will need to be traded.
3. **Order of Service** - For each gathering, you'll find an "order of service"(OOS) showing the general flow of the gathering.
4. **Media Player** - For the gathering you're scheduled for, you'll be able to listen to the songs from the in-app media player.

→ Click here to download the app: <https://www.planningcenter.com/apps>

→ You'll receive a welcome email shortly with a link to set up a password.

Slack

Slack is our messaging platform. This is where you'll find info about hangouts and training opportunities, and where to cover/trade shifts with your fellow volunteers.

→ Click here to download the app: <https://slack.com/downloads/mac>

→ Email Joe at joe.guadarrama@evergreenpnw.com when you're set up with an account, and he'll send you an invite link.

Spotify Playlist

Here is the link to our main Spotify playlist. This playlist has most of the songs we play for Sunday and Wednesday gatherings: give it a listen, it's a great way to get familiar with the music!

→ <https://open.spotify.com/playlist/5sGqieqkrdOXjIxnK5YXV2?si=13d051d8e7a64eea>

Video Multiview

This YouTube channel is where we stream & record the video director's multiview for each gathering. Check it out to get a sense of what your video director is looking for in shots, dynamics and energy changes in songs, and camera flow through the gathering.

→ <https://www.youtube.com/channel/UCQ2QhrNnMQdKEnafncD63tw>

A few other reminders:

- Sunday morning call time is **7:15 am** for the production huddle.
- Wednesday night call time is **4:45 pm** for the production huddle.
- Childcare is available 15 minutes prior to the start of gatherings:
 - 8:45 am on Sundays, with a break to pick up your child for ~10 minutes between gatherings.
 - 6:15 pm on Wednesdays.
- Please park in one of the three designated parking areas, to allow as much nearby parking for guests as possible. These areas are:
 - At the Bank of America parking lot
 - The gravel lot behind the church above the retention pond
 - Along the back driveway that leads to the auto mall
- Please wear your **black Evergreen Production shirt** (camera operators, please wear black pants as well). If you don't have a Production shirt yet, find a staff member and we'll hook you up!
- Accepts/Declines - If you are unable to volunteer for a day that you've been scheduled for, please **click decline** as soon as you know. This gives the scheduler, and the volunteer that's covering, as much advance warning as possible. Also, please keep your blackout days, AND your Planning Center Online profiles up to date, as this will help us know your availability.

Trading Shifts - We recognize that things happen on short notice! If you aren't able to make it to a gathering that you had previously accepted, and it's within 7 days of the gathering, please reach out through the appropriate Slack channels to find a replacement. Send a group message to both your replacement, and Jordan, and he'll update the schedule. If you can't find a replacement, we still appreciate it that you searched for one!!

NOTE: If there is a family or medical emergency, it takes precedence over any guideline listed. Let us know if you can't make it, and we'll make sure you're covered.

- Lastly, we ask that you bring commitment to your role. This includes, but is not limited to:
 - Having a good attitude!
 - Responding in a timely manner to scheduling requests and messages from your leaders
 - Being available to help technically, and grow spiritually, with your fellow volunteers
 - Taking the time to grow your proficiency in the systems and technology used

Thanks again, everyone! We're so excited to team up in using our gifts to bring glory to God!