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Approval

Originator	Reviewer	Approver
Kevin Stone	Brian Jones	Kevin Stone

Revision History

Rev.	Date	Originator	Summary of Changes
A	9/26/07	Kevin Stone	Initial Release
B	8/12/09	Frank Chiapperino/ Ben Foulke	Modifications made as a result of adding a teaching pastor/teaching team leader to the CCV staff and using Planning Center Online.

1. Purpose

The purpose of this operating procedure is to establish, document, and communicate the process for planning and designing weekend services at Christ's Church of the Valley (CCV).

2. Scope

The service planning and design process should be used by paid staff and ministry area volunteers as needed for understanding of and participation in planning and design of weekend services at CCV. This process does not include detailed instructions service production, execution of weekend services, or specific training/qualification for band, technical arts, or other staff/volunteers involved in the execution of weekend services.

3. Responsibility

As with all procedures and other documentation contained in the Management System, it is the responsibility of all department leaders to ensure the details of this process are known and followed by all CCV paid staff and ministry area volunteers. The primary responsibility for this process rests with the teaching team leader and arts director.

4. Definitions

Big Idea – The single, main idea/point the scheduled teacher is attempting to communicate with a given sermon/service.

Big Step – The Big Step is the action expected of the congregation as the primary objective of a sermon/service.

Planning Center – Planning Center is a web tool used to plan and produce services (www.planningcenteronline.com).

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Planning Center Plan – An outline of the service located in Planning Center, created and updated by the Service Design Team which is presented to the Teaching Team by the Arts Director. The Planning Center Plan contains all planned service elements for a particular service and, as much as is feasible, all media for that service.

Promotional Summary – The Promotional Summary is a short essay that flushes out the series and each topic within the series, the biblical foundation for the Big Idea, and any other important information needed to adequately describe the series and services to the Service Design Team and the rest of the organization.

Sermon Schedule – The Sermon Schedule is a Word document listing of sermon series and sermon topics by date as well as other key dates. The document is posted on Planning Center as an attachment under the Sunday Morning Worship folder.

Sermon Series – A Sermon Series is a group of individual Sunday morning services each communicating a part of an overall idea or grouping of ideas that make up a single theme. A Sermon Series is usually 3 weekends in duration but can sometimes be shorter or longer in duration.

Sermon Series Package – A formal document(s) presented by the Teaching Team to the Service Design Team (via Planning Center) that contains all planned sermon series information for a particular series and its services (series title, promotional summary, service topics, big idea, big step, scripture reference(s), and creative input).

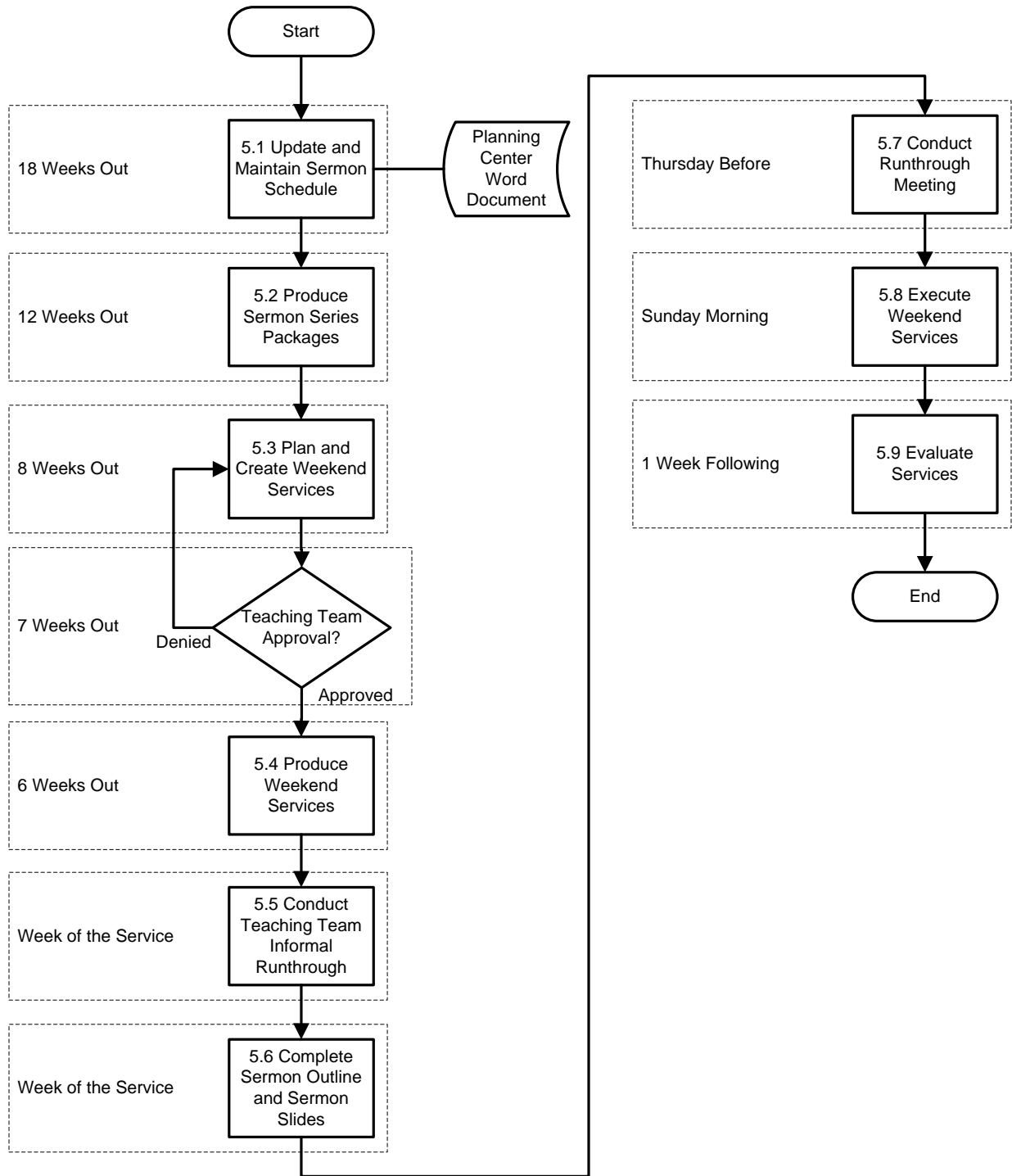
Service Design Team – The Service Design Team is the group of CCV staff members, led by the arts director that is responsible for creating and producing services as directed by the Teaching Team via the Sermon Schedule.

Teaching Team – The Teaching Team is the group of CCV staff members, led by the teaching team leader that is responsible for creating and maintaining the Sermon Schedule.

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5. Procedure



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5.1 Update and maintain sermon schedule.

- 5.1.1 The teaching team meets regularly to ensure a minimum of 26 weeks of sermon series types/genres are planned out and listed in the sermon schedule.
- 5.1.2 If necessary the teaching team leader plans and conducts idea brainstorming meetings to generate sermon series type/genre and service programming ideas.
- 5.1.3 Brainstorming meeting participants can include staff/volunteers representing different areas of CCV and/or having some perspective on the needs/interests of the target group – Perkiomen Pete and Paula.
- 5.1.4 Creative input is documented and made available via Planning Center.
- 5.1.5 The sermon schedule is a Word document maintained and updated by the teaching team leader, attached to the Sunday Morning Worship folder in Planning Center.

5.2 Produce sermon series packages.

- 5.2.1 At least 12 weeks ahead of the planned service, the teaching team collaborates to create a sermon series package.
- 5.2.2 The sermon series package includes a series title, promotional summary, sermon topics, the big idea, the big step, scripture reference(s), and any creative input the teaching team develops while producing the sermon series package.
- 5.2.3 The sermon series package is a Word document that, once completed, is made accessible to the service design team and the rest of the organization via Planning Center.

5.3 Plan and create weekend services.

- 5.3.1 Eight weeks ahead of the service the service design team meets to brainstorm ideas that best support the big idea as documented in the sermon series package.
- 5.3.2 In most cases, much of the service content is developed in collaboration with the teaching team. The service design team should work from ideas suggested by the teaching team to create the most creative and inspiring presentation of the big idea as documented in the sermon series package.
- 5.3.3 The scheduled teacher –as the primary communicator– for a particular weekend should be significantly involved in the development and approval of programming content for the service.
- 5.3.4 The arts director is responsible for producing and executing the service according to the big idea as communicated by the teaching team and scheduled teacher for a particular weekend.

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- 5.3.5 The service design team should complete idea generation and produce a formal “planning center plan” for review with the teaching team. The plan should include service order, proposed music, video ideas in the form of storyboards, dance or drama ideas, descriptions of stage and other props, and descriptions of other proposed service elements.
- 5.3.6 Seven weeks before the service, the arts director meets with the teaching team to review the planning center plan for additional creative input and formal approval prior to moving to the production phase.
- 5.3.7 If the planning center plan is not approved for any reason, the service design team makes the recommended changes or otherwise resolves the issues/concerns before again presenting the plan to the teaching team.
- 5.3.8 Once the planning center plan is approved by the teaching team, it is considered “firm” and production can begin. Due to the amount of time, effort, and expense required to produce a service (advertising, slide and other graphics, video production, band and technical arts rehearsals, etc.) only minor changes may be made –only if absolutely necessary as determined by the scheduled teacher– after the teaching team has approved the planning center plan.

5.4 Produce weekend services.

- 5.4.1 Six weeks before the service, following approval of the planning center plan, the arts department begins production of the service.
- 5.4.2 Production begins with the completion of the planning center plan as the guide for all elements of the service. Once the planning center plan is completed and made available via planning center it is used as a guide for production of the service.
- 5.4.3 The details of producing a service are beyond the scope of this operating procedure, but generally include creation of the following:
- CD and/or MP3 music
 - Song arrangements
 - Media Shout/Pro Presenter media
 - Feature videos
 - Countdown videos
 - Sound effects
 - Drama scripts
 - Dance choreography
 - Lighting plans (fixture position and scene programs)
 - Stage and other prop ideas/concepts (sketches, descriptions)
- 5.4.4 All media associated with the service should be uploaded to the planning center plan. The planning center plan serves as the distribution means

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for everyone involved in producing the service and serves as the media archive following completion of the service.

- 5.4.5 Production of service content should include ministry team members as necessary.
- 5.4.6 Team member preparation for the service (video shoots and editing, band/drama/dance rehearsals, stage and other prop construction, plans for lighting configurations, etc.) should begin as soon as is practical following approval of the planning center plan.
- 5.4.7 As elements of the service are produced, they are posted to planning center, allowing the teaching team and the rest of the organization to review and comment. Comments should be captured in the notes sections of the planning center plan and if necessary edits/adjustments should be made to resolve issues.

5.5 Conduct teaching team informal runthrough.

- 5.5.1 The week of the planned service, an informal runthrough meeting is conducted with the teaching team.
- 5.5.2 During the informal runthrough meeting a “walk through” of the service is conducted including all transitions and the playing of all media for the service (lyrics and other slides, MP3 files, CDs, DVDs, etc.).
- 5.5.3 The planning center plan should be updated as necessary to accurately reflect changes or other edits made during the runthrough.
- 5.5.4 Every effort should be made by the teaching team and production staff to identify anything that needs to be changed, added, or cut about the service by the end of the informal runthrough meeting.

5.6 Complete sermon outline and sermon slides.

- 5.6.1 The week of the planned service, the scheduled teacher completes the final draft of the sermon outline.
- 5.6.2 The scheduled teacher and production assistant work together to finalize sermon slides.
- 5.6.3 The final sermon slides should be completed prior to the start of the runthrough conducted on the Thursday before the service to ensure they can be proofed and changed if necessary.
- 5.6.4 Once complete, the final sermon outline is posted to planning center.

5.7 Conduct runthrough meeting.

- 5.7.1 On the Thursday morning prior to the service, a runthrough meeting is conducted in the auditorium tech booth.
- 5.7.2 The purpose of the runthrough meeting is to go through the planned service element by element to ensure everyone understands everything about the service and that everything is ready for the coming Sunday morning.

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- 5.7.3 During the runthrough meeting every effort should be made to create the environment planned for the actual Sunday morning service. This includes the audio, video, and lighting specifics for the service and the playing of scheduled song recordings as needed to ensure everyone is on the same page about all aspects of the service.
- 5.7.4 Except in the event of very unusual circumstances, no changes should be made to the service or any element of the service during the runthrough meeting. If for any reason changes are deemed necessary, the final decision rests with the scheduled teacher for that service.

5.8 Execute weekend services.

- 5.8.1 On Sunday morning the production assistant ensures everything is ready for execution of the service.
- 5.8.2 During the rehearsal the production assistant coordinates with the worship leader/arts director to ensure everything is ready for the service.
- 5.8.3 During the execution of the service, the production assistant is on hand in the tech booth to observe, coordinate, and resolve any production related issues as they occur.
- 5.8.4 Immediately following the completion of the 1st service, a “bullpen” meeting is held to discuss the details of the service and improvements that might need to be made prior to the 2nd service.
- 5.8.5 Attendance of the bullpen meeting should be limited to the arts director/worship leader, senior pastor/scheduled teacher, production assistant, teaching team leader, executive pastor, and other members of the teaching team.
- 5.8.6 Coordination with other staff/volunteers should be accomplished following the bullpen meeting by those attending the meeting.

5.9 Evaluate services.

- 5.9.1 The service is evaluated as part of the following week’s teaching team meeting (normally held on Tuesday morning).
- 5.9.2 All elements of the service are discussed. Both positives and negatives are highlighted and documented for consideration as part of future service planning and design.
- 5.9.3 The teaching team leader is responsible for documenting the evaluation and posting the document to planning center.

6. Related Documents

- 6.1 OP7005-F001 Service Design Process Flow Diagram**
- 6.2 TBD**

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7. Records

Record Identification	Record Owner	Location	Record Media	Retention/Disposition
Planning Center Online	Arts Department	Online	Electronic	Indefinite via System Backups

8. Process Effectiveness Metrics

Metric	Tool/Analysis Method(s)	Reporting	Frequency
Weekly Attendance	Headcount	Stat Sheet	Weekly
Average Weekly Attendance	Headcount	KPM Graph	Monthly

9. Miscellaneous

None identified.

10. Attachments

None identified.

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