

Weekend Programming Instructions

Leading the Tech people:

- Verbally walk through the entire lesson with the tech person so that he/she understands the flow of the program.
- Have the tech person mark their script with any helpful notes or instructions. (You can also put notes onto the cues in Media Shout.)
- Make sure the tech person has labeled the sound board and checked the batteries in the mic packs.
- Make sure the tech person understands the lighting needs for the program and instruct them on how to program the light board if necessary.
- If the tech person is finished with the above tasks while the teacher and/or drama team is rehearsing, the tech person can begin to provide tech support during the rehearsal.
- Help the tech person get the sound levels right during the music rehearsal.

Rehearsing the Teachers:

- Verbally walk through the entire lesson with the teacher so that they understand what's happening from the time that "Hang Time" ends to the beginning of small group.
- As you're walking them through the lesson, give them some direction on blocking, voice, group management, etc.
- Have the teacher get on stage and begin rehearsing the lesson and incorporating some of the instructions that you gave them.
- Watch as the teacher rehearses. When you see areas that need improvement, you can stop them, give them some feedback, and then have them do that section or line again.
- Allow the teacher to run lines over and over with the blocking so that they can become more comfortable with the lesson and their memorization.
- Always look for things that the teacher is doing well and encourage them.

Rehearsing the Drama Team:

- The Programmer will only have to rehearse the drama team if there is no director in the room.
- If there is a director in the room, any notes or comments you have for the actors should be communicated to the director so that the actors aren't hearing from too many voices.
- If the programmer is the one directing the actors, instruct the actors to get on stage and begin rehearsing the drama. They should already been rehearsed with their blocking.
- If you see areas that need improvement, the Programmer can stop them in the middle of rehearsal and give the actors notes. Then have them run that section or line again until they get it right. (*Note the difference between "rehearsal" and "run-through"*).

Rehearsals are for the purpose of practicing and experimenting. Rehearsals can be stopped and started every time you have a note. Run-throughs are for the purpose of performing the lesson as if live from beginning to end without stopping.)

- If the teacher and the actors both need to rehearse separately on the stage, help to strike a balance for who gets the stage and when.
- At the end of rehearsal, give the actors any final notes or instructions that they'll need for a successful run-through.

Rehearsing the Worship Team:

- Help the tech person get the right microphone to the Worship Leader.
- Give the Worship Team any notes they may need about the worship set.
- Get the Worship Team on the stage and have them rehearse each of the songs.
- Look for areas of improvement. Often times the LOL kids will need some feedback concerning the motions.
- If you have notes, don't stop them in the middle of the song. Wait until the end of that particular song and then give them the notes.
- During rehearsal, help the tech person balance the levels between the track and the Worship leader and vocal mics.
- As with the others, look for areas that the team is doing well and give them encouragement.

Running the Circle-Up Time:

- If time permits, begin with a quick community piece. Suggestion: go around the circle and have everyone introduce themselves and answer a fun question. (*ex. If you had a million dollars, what's the first thing you would buy?*)
- Verbally walk through the entire hour so that everyone is on the same page.
- Pay special attention to the transitions between team members. (*ex. Tell the Worship leader to dismiss the 2nd/3rd graders at the end of music and instruct the 4th/5th graders to begin Kid Connect time. Tell the teacher where to exit before the drama and tell the actors where to enter. Tell the tech person, "When the teacher says "...", bring the lights up and begin the music. Etc.)*)
- Ask each team if they have any questions about the program.
- Give any final instructions or encouragement if needed.
- Pray together as a team and then begin the full run-through.

Conducting the Full Run-through:

- Run-through every element of the service beginning with the walk-in music and ending with dismissal to small group.
- Only stop when absolutely necessary.

- Take notes on areas of improvement during the run through.
- If necessary, pull the programming team together after the run through in order to give them your notes.

Team Time with the Small Group Leaders:

- The Programmer should attend each of the 4 team times with the Small Group Leaders.
- The Programmer needs to be very familiar with the Small Group Curriculum.
- Verbally walk through the entire hour with the Small Group Leaders and explain when and how they'll be doing the Kid Connect and Small Group activities. You only need to touch on the areas of the program that might pertain to the SG leaders.
- Give the Small Group Leaders tips on how to accomplish the activities and discussions successfully.
- Instruct the Small Group Leaders on what you need them to do during Large Group.
(ex. Help direct the kids toward center of stage when they enter the room for worship. Keep one eye on the stage and one eye on your kids so that you can help correct behavior problems. We'll be using our Bibles during the program, so...)
- Let them know if there will be any small group interactions during the Large Group time.
(ex. At one point during large group, the teacher will have the kids open their Bibles to Exodus and read the story of Moses. Have the kids take turns reading. Or if it's a longer passage, have the kids follow along in their Bible while the Kid Coach reads it.)
- Give notes to the later services on what did or didn't work in the previous services.
(Make sure that you make changes to the Small Group Curriculum, if necessary, so that you don't run into those same problems the next time around.)
- Ask the Small Group Leaders if they have any questions.

Programming during service time:

- Before beginning the program, look to see if everyone is in place and ready to go.
- Keep an eye on the clock and call for the start of the program or Kid Connect time.
(Depending on the length of the main service and the length of the program, the Programmer can choose to extend Hang Time.)
- During both Large Group and Small Group, keep an eye out for behavioral problems that are creating distractions and may need assistance.
- At times, the tech person may need help from the Programmer executing on larger transitions that could include a CG, lighting, and sound cue all at once.
- Take notes during the 4:30 service.
- Gather up the programming team after the 4:30 program is over and do an evaluation. Give them some notes on what they did well and what could be done differently.
- If you notice anything in the Large Group program that didn't work well or needs to be changed, make the change to the electronic copy of the lesson so that we have record of that in future years.

General Notes for the Programmer:

- One of the things that keeps volunteers coming back the most is relationship and community. Although it can be hard to define exactly how the Programmer can build community and relationships with the volunteers during the weekend, this should be one of the Programmers top priorities. Volunteering within programming should be FUN!! Continually look for opportunities throughout the weekend to get to know your small group, music, drama, teaching, and tech volunteers. Ask them how life is going. Don't be afraid to "goof around" with them.
- The Kidz Multi-purpose room will be set up as a "Green Room" for the programming volunteers. This is where dinner will be served between the 2 Saturday services. Encourage the programming volunteers to hang out in the green room before and in-between services. Make a special effort to be there with them as much as possible so that you can build that community with the team.
- The Programmer is the "housekeeper" for his or her room. The rooms should be absolutely presentable when the kids come in for program. Look for any unnecessary clutter in the room and get it put away in its proper place.
- We're all REALLY good at getting props and setting up our stages. We're not all so good at tearing it down and putting the stuff away. At the end of the weekend, make an effort to get everything you no longer need put away. Throw away scripts that are just lying around. Clean and organize the tech booth before closing it up. Make sure that all of the microphones and other tech equipment are put away nicely.
- Also, we MUST avoid just shoving stuff into the kitchenettes and prop closets. The kitchenettes shouldn't be used as storage at all and the prop closets need to have things put away cleanly. Otherwise, these spaces get quickly destroyed.