

DREAM TEAM PLAYBOOK



Dear Friend,
Welcome to the Forward Church Family!

We are honored that you have expressed interest in being a part of the team. We truly believe that when we push aside our personal preferences to serve the local church the world can be forever changed by the love of Jesus. We are called to serve like Jesus did and it is an honor to be a part of the story He is telling throughout history. We make no apologies for being over the top thrilled to pour out our very lives to share the message of Hope found in Him.

We love the way Romans 12 states it:

“So here’s what I want you to do, God helping you: Take your everyday, ordinary life—your sleeping, eating, going-to- work, and walking-around life—and place it before God as an offering. Embracing what God does for you is the best thing you can do for him. Don’t become so well-adjusted to your culture that you fit into it without even thinking. Instead, fix your attention on God. You’ll be changed from the inside out. Readily recognize what he wants from you, and quickly respond to it. Unlike the culture around you, always dragging you down to its level of immaturity, God brings the best out of you, develops well-formed maturity in you.”

We believe as we fix our eyes on Jesus even the most ordinary tasks become worship to our God! He takes our daily lives and flows His love through all we do! This manual has been created to help you with any questions you might have and to instruct you in some of our procedures and responsibilities. Don’t hesitate to reach out if you have any questions. We want you to know that we are thankful for you - welcome to the family!

The best is YET to come!

A handwritten signature in black ink, appearing to read 'BR', written in a cursive style.

Pastor Brad Richardson

Lead Pastor, Forward Church

FORWARD CHURCH MISSION

LOVE people. **ENCOUNTER** Jesus. **DISCIPLE** forward.

FORWARD CHURCH VISION

Disciple people that will share God with the community, state, and nation.

FORWARD CHURCH VALUES

1. **Jesus: is our message**

The purpose of Forward Church is to share the hope of Jesus. Jesus is our message. We are Jesus people, not religious people. Methods will come and go, yet our message will remain the same.

2. **People: are our heart**

Our heart is for ALL people. All people are loved by Jesus. We make no apologies for being specifically focused on reaching those far away from God. We desire to bring the broken home at all costs. We believe that our light is best seen in the night.

3. **Generosity: is our privilege**

Generosity is about giving more than what is required. We see generosity as a privilege. We're generous with our time, talents and treasure. We go first in our giving. God has given richly towards us, it's our honor to give back to Him.

4. **Excellence: is our spirit**

We are going to always do the best with what we have. We're on time, engaged and prepared. We don't do things halfway. If we're gonna do it, it's to the best of our ability.

5. **Servant leadership: is our identity**

If you're too big to serve then you are too small to lead. We believe the greatest leadership is service to others. Every leader is a servant first. From the parking lot to the pulpit, everyone serves. Every role is different but they are all important. If you ain't helping, you ain't helping!

6. **Honor: is our calling**

We are vocal with our honor, meaning we are not stingy with our words. We submit to leadership and are thankful for spiritual authority. We choose joyfully to submit to those God has placed over us. We honor and care for those God has placed under us.

7. **Passion: is our pursuit**

Everything we do, we do it with passion. From our worship to our service we do it with Holy Spirit Energy. Passion drives us. Passion for Jesus. Passion for people. Passion for His church.

Requirements:

- 1. ATTIRE** – We are committed to reaching people from every walk of life. Therefore, we take time and give attention to the way we present ourselves. Please take the time to put together outfits that are dressy-casual, modest and comfortable. Be prepared to spend at least an hour outside greeting guests as they arrive and leave.
- 2. COMMUNICATION** – Communication is key! Please be sure to respond to emails, texts and phone calls from your Team Leaders or Service Leaders so we know you have received them. Also, as we communicate in service – let’s be clear, direct, and always respectful.
- 3. PUNCTUALITY** – We are to be on time and value time. We are all required to be at our serving areas 5-10 minutes earlier than our scheduled time. In the production world, so much happens in one minute. Not showing up on time may result in missing out on important updates.
- 4. FLEXIBILITY** – Prior to service there can be changes due to weather or special events. Be prepared for those changes by thinking outside the box and accommodating those changes as they come. In everything we do we give our all, go above and beyond what is expected. We are to be prepared, be one step ahead and be ready to execute.
- 5. SOCIAL MEDIA** - We are to be an example in and outside of the church. Social Media is one of the most powerful resources we have to tell people about Jesus. Use wisdom on what you post, share and comment on. It should not go against our church mission, vision or values.
- 6. FAITHFULNESS** - All Dream Team members are to be faithful to the church mission, vision, giving, and leadership. It is essential that we show our faithfulness to God by showing our faithfulness to the church.

Name: _____

Signature: _____

Date: _____

Position Descriptions:

Welcome Team

Every Dream Team member on the Welcome Team should be welcoming guests, answering questions and doing whatever it takes to make each guest feel welcome and accepted at Forward Church. Give guests your full attention, never be on your phones or distracted while in your post.

External Greeters - Cover all surrounding areas of the building, holding welcome signs for visibility. Wave and smile as cars begin to arrive, pointing them in the proper direction for parking, if needed.

Internal Greeters - Positioned at the main entrance of the church lobby and worship center. Internal Greeters welcome guests as they make their way to the service.

Floating Greeters - Floating Greeters goal is to connect with people. Have conversations with guests as they wait in line and hang out in the lobby before and after service. CONNECT, CONNECT, CONNECT!

Cultivator/Recruiter - Seeks to meet weekly recruitment goal for new Dream Team members. Encourages team on the WHY behind Welcome Team.

Creative Team

Every Dream Team member on the Creative Team should be punctual to rehearsal including Creative Night mid-week. The goal of the Creative Team is to set a welcoming atmosphere to engage our guests in worship so that all can experience and encounter with Jesus. After sound check, Creative Team should greet and speak to guests before service.

Musicians - Musicians perform music for church services including functions such as community events. They plan out what music to play and spend considerable time practicing. They may accompany other musicians and singers.

Singers - Singers perform music for church services including functions such as community events. They plan out what songs to sing and spend considerable time practicing. They may accompany other singers.

Media Crew - Prepares all worship slides and scriptures for the service. Ensures lights are dimmed properly before, during and after service. Media crew should be familiar with Pro Presenter, switcher studio and it's functions and attend Creative Night mid-week to learn the song mapping.

Sound Crew - Turns on sound system, checks batteries in microphones and checks equipment to ensure proper working condition prior to service. Sound crew is responsible for in house and livestream audio. They should attend Creative Night mid-week to prepare a good mix for the weekend service.

Forward Kids

One of the most crucial areas of Forward Church is Forward Kid's Church. Our goal is to make a positive impact on every child so that they may experience Jesus. Every leader serving under this ministry must go through a background check.

Nursery - Prepares bedding, diapers and play area for children. The nursery should be left clean and sanitized for the next service.

Kid's Leader - Assists the Kid's Pastor with weekly preparation of the Bible lesson, games and snacks. Must be familiar with Planning Center and the check-in process. No child should check-in or check-out without a parent or guardian.

Preparation & Duties:

Pre-Service Preparation (Welcome Team)

1. Service Leaders - Gather Dream Team material and bring to the lobby
 - Outdoor flags
 - Parking vests
2. Check in with Team Leader and receive name tag.
3. Stock, clean and prepare your area for guests.
4. Team Huddle in lobby
5. Report to assigned post

Pre-Service Preparation (Creative Team)

1. Turn on sound equipment, computers and check microphone batteries.
2. Troubleshoot and test all outputs (screens)
3. Team Huddle in Lobby
4. Report to assigned post and begin video countdown 5 minutes prior to service

Mid-Service Duties

1. Everyone in post be off cell phones and give your full attention to guests as they arrive.
2. Adjust lights to help create a comfortable atmosphere.
3. Follow Pastor as he reads scripture and moves through the message promptly starting any video or image cues.

Post-Service Duties (Welcome Team)

1. Gather flags
2. Turn in name tag and parking vests.
3. When majority of guests have left dismiss yourself from post.

Post-Service Duties (Creative Team)

1. Following service, play music as guests are leaving.
2. When all guests have exited, turn off all equipment and dismiss yourself from post.

Church Center

1. Remember to add new team members to chat
2. Remind team members if muted to un-mute chat on Saturdays.
3. Recite guidelines for chat to all team members:
“Church Center should only be used for communicating with team regarding serving, scheduling, church announcements, prayer requests, and praise reports.”



FORWARD CHURCH OVERVIEW

WEEKEND SERVICE

Sundays are our family gatherings in Summerville. It's a celebration of the life and love we have found through Jesus and the best way to start our week!

GROWTH TRACK*

Growth Track teaches Forward Church's mission, vision, values, church business organization and a self assessment to determine the best area for you to serve.

**Required for all Dream Team members*

CREATIVE NIGHT MID-WEEK

The Creative Team meets weekly for all music and media creatives. Dream Team members are able to collaborate, share ideas, and rehearse for weekend services.

FORWARD DREAM TEAM LEADERSHIP

The heartbeat of the church. Every person who serves the church on a specific team is a Dream Team member. Together we are committed to bringing the broken home. We are here to serve our city!

Lead Pastor:

Brad Richardson
Mobile: 843-230-5899
Email: brad@forwardchurch.online

Associate Pastor:

Brian Byars
Mobile: 843-801-6719
Email: bbyars00@yahoo.com

Youth Pastor:

Nick Hughes
Mobile: 864-346-7781
Email: nick@forwardchurch.online

Kids Pastor:

J.R. & Tiffany Ambrose
Mobile: 843-406-5596
Email: tiffToe15@gmail.com

Online Pastor:

Justin Wyatt
Mobile: 843-489-2043
Email: jwyatt7516@gmail.com

Dream Team Leaders:

Asia Gibbs
Mobile: 843-224-0388
Email: asiashanice@gmail.com

Nikki Byars
Mobile: 843-693-0291
Email: nikki@candbelectrical.com

Chason King
Mobile: 843-637-0643
Email: chking10@yahoo.com

Groups Director:

Anna Claire Lett
Mobile: 256-393-6026
Email: annaclaire@forwardchurch.online

Media Director:

Allen Heath
Mobile: 803-415-0039
Email: allen@forwardchurch.online

Church Information:

Website: www.forwardchurch.online

Social Media Handle: @forwardchurchsc

Address: 622 Old Trolley Rd. Unit 114 Summerville, SC 29485

Service Timeline:

SUNDAY SERVICE (10:30 am)

8:30 am	Service Leader Call Time <ul style="list-style-type: none">• Gather materials for the day• Meet with new dream team members.
9:00 am	Service run-through/soundcheck (worship & media team)
9:15 am	Dream Team Call Time
9:30 am	Team Huddle/Prayer
10:00 am	In Post
10:25 am	Dismiss yourself from post and enter worship center for service.
10:30 am	Service begins
*11:20 am	Exit worship center and return to post (right after altar call prayer)
*11:30 pm	Service Ends
*11:45 pm	Dismiss yourself after majority of guests have departed

* = FLEXIBLE TIME

