

HILLSONG CREATIVE

CAMPUS OVERSIGHT MANUAL:

Part B – THE WEEK OF A CREATIVE CAMPUS OVERSIGHT

THE WEEK OF A CREATIVE CAMPUS OVERSIGHT

# TUESDAY

Morning review of previous weekend

Quick look forward to coming weekend – check rosters are all strong and covered

Quick look at the main church calendar for upcoming events

**Staff Meeting**

Small Campus Set up:

* Linked to Hills from beginning of worship
* No live worship –locally singing along with Hills
* Laptop, either running to a big screen or projector with speakers set up to run audio at a volume loud enough to fill the room with atmosphere while people are singing
* Keep your eye on it and make sure you have a good internet connection (4G Telstra USB works well)
* [www.myhillsong.com](http://www.myhillsong.com)
* Your normal myhillsong login details
* You will need to be given access to live-stream on myhillsong.com

**Campus Meeting**

Depending on your campus, your local Campus Pastor may want to have a local campus meeting. This would normally include key campus staff and volunteers across all areas of church life (Pastoral Care, Kids, City Care etc.)

* The meeting will have a rolling agenda that will require you to take actions and report back each week
* This meeting is also a great opportunity for you to highlight any great things that you are working on such as growth in team, new songs/items, and changes to look and feel and also new people being trained up. This helps leadership know what to expect coming into a weekend.
* In this meeting, you will be responsible for taking actions for all things relating to Worship and Creative Technology (Production and TV).
* It may also include some things such as:
* Foyer live music/Youth/Powerhouse/Frontline/Sisterhood events that need support from Worship and Creative Technology
* Any other portfolios you carry (depending on campus)

**Creative Campus Oversight Meeting**

This meeting is hosted by your state oversight and is Cass/Auts/JD’s directive for our teams for the week. You will be required to bring:

1. Something amazing about the weekend to share with everyone
2. Any questions or roadblocks that you may need help with

\* Note any action points and outwork them in our local teams during the week. It is always best to take your own notes as the meeting progresses and ensure that you are taking responsibility locally.

To access this meeting, normally we are in an office at Hills on level 2 in the Hub. Otherwise for other locations, we meet online via Google+ Hangouts.

# WEDNESDAY

Normally this works out to be a great day for communicating all of what happened on Tuesday to you teams. This is a great day for catch-ups and preparation for the weekend and Team Night.

It could be helpful to schedule a Creative Key Team Meeting where you can communication and plan for your campus. Some campuses do this Tuesday however you could do it on Wednesday and ensure that all of your oversight’s meetings have taken place before your meeting with your leaders.

You may have a small Sisterhood or Sisterhood Connect that may need some set-up or preparation.

Exec Report – Create a 9:30am calendar appointment that will remind you to complete this report each week.

* The report should include: Highs/Lows/Pastoral Care/Other things leadership should know

Evening College/Next Steps may also happen on a Wednesday Night.

* Depending on your local Campus Pastor there may be several things during the week such as Alpha, Training nights etc that you may need to contribute to.
* A great way to outwork these nights is to train team and have user guides created for set up etc. That way teams can set up gear themselves, if possible.

**EXAMPLE HILLS EXEC REPORT**

**HI**:

Great weekend with Sun visits Friday 10/10 and generation Sunday also exceeding expectations.

CT team in particular went above and beyond preparing for massive week in church life.

Great to introduce 'trust' 'passion' 'where you are' and 'real love' to new services across the weekend.

Loved having plenty of youth crew on platform Sunday morning - great to see them investing not just into encounter but Sunday as well. Tyrone, Lauren Vella, and Karina did great as FLV's on Sunday morning.

**LO**:

Took Ricki a while on Sunday morning to get the PA back to its best - consider it an Encounter hangover ;)

**PASTORAL**:

Annie Garrett's voice still not feeling great post surgery - she is going to speak w her doc to see if this is a normal part of the the recovery process or if something isn't right.

**OTHER**:

TV guys are going hard this week replacing much of the control room. Means they worked Sunday afternoon as well as public holiday Monday. I am keeping an eye on them and trying to keep morale high ;)

PM Service time change this weekend (5 and 6).

Rachel Helms away three weeks on holiday in the US.

Michelle Cook leaves for Nashville soon, where she is having a holiday but also meeting with producers, etc to see 'what her next step should be' with her writing etc.

# THURSDAY

**Sisterhood**

Mornings are normally Sisterhood setup/rehearsal and then program.

You may need to set up the MyHillsong video link the same as Staffy (+ live worship depending on what the Sisterhood leaders have decided for your campus)

**Volunteers**

When building teams and volunteers, Thursday is a great day to encourage volunteers to come into the office if they have spare time. If you are creating a buzzing environment and have great tasks outlined for each volunteer, they will love coming along and helping out each week.

You can encourage your volunteer leaders to equip you with information on work tasks that they need carried out and when you have volunteers in the office they could help you get it done.

**Team Night**

Thursday night Team Night Leaders Meeting – prior to Team Night to build into your leaders and instill culture in them. It’s also a great time to pray together and believe for an awesome night.

Team Night Report – completed via Typeform

NSW report link: <https://hscreative.typeform.com/to/HwJOdl>

VIC report link: <https://hscreative.typeform.com/to/HgSKg6>

QLD report link: <https://hscreative.typeform.com/to/BFSCOW>

# FRIDAY

Planning forward

Make sure that you dedicate time to looking forward and planning for the weeks to come. This should include all events that pertain to your campus in the Church Calendar, however, it should also include developing leaders and team. Your team will grow if your leaders are growing, so work alongside them in planning ahead for their next level leaders.

Also this is a great opportunity to follow-up any new people from Team Night as its always nice getting a call straight from the campus oversight, its also a great pastoral and relationship building opportunity.

# SUNDAY –

Have a GREAT DAY!!!

Reporting – You will need to do your Service Review Report after each service the link for this is below. These are usually sent in within an hour of the finish of the service.

Each campus has a specific report that can be accessed on Planning Center under Media > Service Reports

\*\*Anything that is considered Service Critical that has malfunctioned or would be seen as detrimental to the service please text this through to your state oversight immediately along with what actions you have taken to resolve the problem (if you can). You can put more details in the report after however giving your oversight a heads up on your hard work during the service will help you to get the best results for your campus and for your leaders.

# MANAGING YOUR TIME

|  |  |
| --- | --- |
| **Rosters** | 1 hour |
| **Weekends** | 15 mins at the start and end of each day = 2 hours |
| **Meeting with state oversight** | 1 hour |
| **Meeting with campus pastor** | 1 hour |
| **Weekend Meeting with your team** | 1 hour |
| **Creative thinking/strategy meeting** | 1 hour |
| **Creative meeting for upcoming special events** | 1 hour |
| **Pre-weekend Friday meeting to ensure everything is ready**  | 1 hour |
| **3x reports per week** | 30 min each = 1.5 hours |
| **Team Night Report** | 30 mins |
| **Team Night Planning** | 1 hour |
| **Time to think about / plan Team Nights** | 1 hour |
| **Time to think about / plan new people** | 1 hour |
| **Time to think about and action things for conferences/special events** | 2 hours |
| **Pastoral Care/Leadership catch ups** | 2 hours |

TOTAL = 18 HOURS

Between Tuesday-Friday you have 28hrs if your work from 9-5 AND take a lunch break

This is not including Sundays which are classed as a workday

**HILLSONG CHURCH CALENDAR**

Communion = first weekend of every month in AM services

Baby Dedications = third weekend of every month in AM services

January

* Summer Camps
* Team Night starts back up week of Australia Day
* Australia Day Weekend – items in services
* College Enrolment

February

* Vision Sunday
	+ Part 1: Sun AM
	+ Part 2: Sun PM
	+ Part 3: Heart & Soul Tuesday after
* Sisterhood starts again

March

* Colour Conferences in Sydney
* Easter
	+ Good Friday AM services (1 hour)
	+ Sun AM services
	+ Sun PM services (usually with a presentation of some sort)

April

* Colour Conferences around the world
* ANZAC Day weekend prior we do an item in services

May

* Mothers Day
	+ Sunday PM Visits Friday
	+ Item in AM services (gift for all the women)
* Kingdom Builders Retreat in Australia
* Staff Retreat in Australia (Tues-Thurs last week in May)

June

* Mega Prayer Night
* Heart & Soul
* Heart for the House Weekend
	+ Videos
	+ Be ready for a live element/special items this weekend
* Hillsong Conference prep

July

* Hillsong Conf Sydney (first week in July)
* Hillsong Conf Europe / USA
* College Enrolment

August

* Hillsong Conf Europe & USA (depending on when they land some may fall in Aug)
* Sunday Night Live Series / Friday Night Live in BNE

September

* Father’s Day
	+ Sunday PM Visits Friday
	+ Item in AM services

October

* Generation Sunday (weekend of Daylight savings)
	+ Items in services

November

* Men’s Event first week in Nov
* Christmas Prep!
* College Graduation (dinner & ceremony)
* Final Heart & Soul of the year
* Sisterhood United
* Final team night of the year

December

* Christmas Spec
* Christmas Eve services
* Christmas Day services
* End of Year Celebration Weekend (final Sunday in Dec)