

TEAR DOWN TEAM PLAYBOOK

I. WHY WE EXIST

- A. We exist to see the fame and deeds of God repeated in our time - in other words, we want to see God close the gap between what we read about in the scriptures and what we see happening in our everyday lives. (Habakkuk 3:2)

II. WHAT WE ARE ABOUT

- A. Our mission is to help each other become passionately engaged followers of Jesus.

III. HOW WE DO THIS

- A. We do this by becoming a family that follows the path of Jesus together in 4 directions....
 - 1. Upwards: Learning to be with Jesus (knowing God)
 - 2. Inwards: Becoming like Jesus (being made whole)
 - 3. Outwards: Doing what Jesus did (joining God in the renewal of all things)
 - 4. Withward: Following Jesus in community
- B. When we do this our dream is that we would live by faith, be known by love, and be a voice of hope for our world.

IV. WHY TEAMS

- A. Joining a team is about serving the larger family that is the Church. In the same way one might prepare their home for guests by setting the table, preparing a meal, lighting candles, and playing music - we get to prepare the church each week for people to encounter God's presence.
- B. Perks: It's one of the key places where we build community together, where we celebrate together, where we pray together, and where we support the mission together.

V. TEAM VALUES: What shapes the culture of our family serving together.

- A. **EXCELLENCE:** Moving from fine to best
 - 1. *Going beyond the minimum requirements to make things awesome. The difference between settling and being proud of your work.*
- B. **SERVANT LEADERSHIP:** Moving from me to us.

1. *As leaders, we want to be constantly empowering people by both delegating tasks and training in skills, as well as sharing leading and commissioning people with authority. This way leadership is shared instead of one leader holding all power and “reigning” over others. Along with this is a posture of inclusion instead of exclusion - our attitude should be “who else can I include?” instead of “we will allow you in if you meet my requirements.”*

C. OWNERSHIP: Moving from spectating to investing.

1. *Every member has skin in the game. When we see a problem, we want our first instinct to be “how can I solve this?” rather than “who can I complain to?” If I am the only one left, am I still all-in?*

D. HONOR: Moving from criticism to blessing.

1. *We want to be people who demonstrate the value of others. Building up, not tearing down: calling out and drawing forth good in people. Think about how much appreciation we probably need to show our teams... now double the among you’re thinking of and show that much instead.*

E. FUN: Moving from Cynicism to Joy

1. *Are we taking ourselves too seriously? Our heavenly father is lots of fun. Life with our church family should be the same!*

VI. Winning Team: Winning Mentality, Strategic Formations, and Right Plays

A. MENTALITY

1. SET the atmosphere

- a) By living out our 5 values
- b) By protecting the unity of our church
- c) By taking ownership over our own heart and spiritual health
- d) By doing the best you can with what you have

2. SHARE the responsibility

- a) By being committed to prayer for the church and city
- b) By inviting people to church
- c) By attending church with a “them” mindset rather than a “me” mindset

- d) By always finding ways to include and involve other people

3. SERVE the ministry

- a) By never being too big to serve
- b) By leading by example
- c) By developing a servants heart

4. SUPPORT the mission

- a) By attending Sunday gatherings faithfully
- b) By living with intention to follow Jesus
- c) By building the future with a generous heart

B. FORMATION

1. Right People in the Right Place

- a) A team may call the perfect play but if the wrong people are on the field or in the wrong spot, it does not matter.

2. Levels of Leadership

- a) **Team Mate:** You are the player out on the field helping make things happen on a Sunday morning!
 - (1) A team mates roles and tasks will be delegated the morning of serving or they will be assigned by the producer earlier in the week - depending on the team.
- b) **Team Lead:** You carry the spiritual weight and responsibility of leading your team! A Team lead....
 - (1) Pours into volunteers relationally and spiritually.
 - (2) Prepares for and leads the team huddle.
 - (3) Communicates any changes to the team.
 - (4) Debriefs with the team via text and feedback surveys.
- c) **Producer:** You oversee an entire department and its Sunday gathering operations! A producer.....
 - (1) Pours into team leads and volunteers both relationally and spiritually.
 - (2) Inform teams of service updates, reminders, leadership tips, and encouragement early in the week.
 - (3) Attends all team huddles; as able.

- (4) Keeps the trains running on time in regards to team huddles, the rally, and service - ensuring that everyone is in position, and occasionally filling in or inviting someone into a space when necessary.
 - (5) Debriefing with team leads and Sanctuary staff.
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A. PLAYS

- 1. THE WIN:** To swiftly and safely dismantle and store equipment after each Sunday gathering.

- a) We do this by...**

- (1) Confidently knowing where to place equipment in an organized and orderly manner.
- (2) Paying attention to details and double checking spaces.

- 2. THE WAY**

- a) SCHEDULING:** Be on top of block out dates and service requests.

- (1) Set your block out dates as soon as possible. A Sanctuary Staff member will send a reminder 1-2 months in advance.

- b) COMMUNICATION:** Be proactive in communicating.

- (1) If you are unable to serve when you are scheduled, it is your responsibility to send the first text to switch your slot with another person.
- (2) In the case of an emergency or unexpected illness we ask that you notify your team leader and producer to let them know ASAP so they can fill your slot. If you can, reach out to your team's WhatsApp and ask for a last minute replacement.
- (3) Be proactive in reading and responding to Producer texts leading up to Sunday.
- (4) Reaching out to a Team Leader, Producer, or Sanctuary staff member if you need prayer or support. We are here to serve you!

- (5) Filling out feedback surveys after serving on Sunday with wins and misses.

c) RALLY:

- (1) Rally starts at 9:30 and is the place where all teams gather together to be encouraged, stay informed, and set the atmosphere for the day before breaking into roles.
- (2) Although tear down happens on the back end of the gathering, we ask that the team be present for this important and unifying space on Sunday morning.

d) PUNCTUALITY: It's not about being on time, it's about respecting our own commitments.

- (1) Call time for Tear Down is 10 minutes after service in the lobby.

e) HUDDLE:

- (1) Team Huddles are a time to connect, share important information, celebrate praise reports, and pray for one another. This is a key moment of connection and builds a strong team community.
 - (a) Leads: Huddles are led by you! Do not miss a huddle! Be the first one there - early is on time.
 - (b) Especially with Tear Down the temptation will be to just start.... Tearing down. Resist the temptation and check in with each team mate.

f) TEAMWORK: Work as a team to execute the plan.

- (1) Divide the checklist between team members and support one another in cross training in unfamiliar tasks.
 - (a) A laminated checklist lives on the far right end of the sound booth.
- (2) Stay until your team's work is complete!
 - (a) It's not a competition. We all leave when the work is complete. This means if you finish first, lend someone a hand!

g) STAY INFORMED:

- (1) Regularly check the QR code below for updated responsibilities and roles.

(2) <https://sanctuaryri.org/checklist/#Greeting-Team>

3. THE DAY: (Roles and Responsibilities)

- a) Team Huddle: 10 mins after service
- b) KidsCity: Pipe and drape, check in station, dots, signs
- c) Indoor Signs: Large pop-up, KidsCity, etc.
- d) Outdoor Signs: Visitor lot, parking, etc.
- e) Coffee and Water Station: Empty and clean urn, put all supplies under the table.
- f) Lobby Tables: Next steps bar, book table,
- g) Throw out lobby trash
- h) Rally: Team Values Banner, Speaker, Snack Cart
- i) Communion: Separate GF communion from regular and put it back in their containers. Dump grape juice. Wash and return plates to the closet.
- j) Inside Sanctuary: Clean Litter in Pews, crumpled HI cards, etc.

Use this QR code for a more detailed version of this list of responsibilities.



Team Lead: Email admin@sanctuaryri.org if you notice we are low or running out of anything!