1NAME
CHURCH

Translation Team

The purpose of the Translation Team is to bring people who don't KNOW Jesus to His name and EQUIP them to go TELL the world and make a DIFFERENCE to the non-English speaking community.

Matthew 28:1 says "Go therefore and make disciples of all the nations [help the people to learn of Me, believe in Me, and obey My words], baptizing them in the name of the Father and of the Son and of the Holy Spirit".

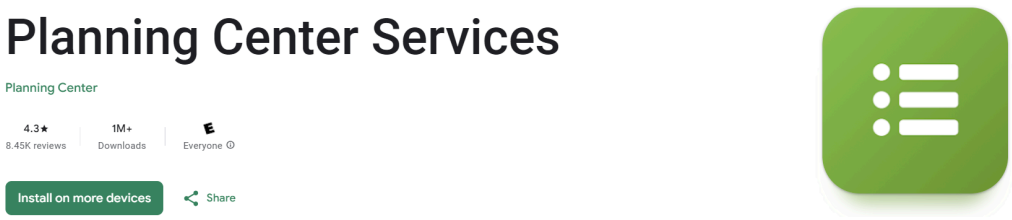
Here at 1NAME our vision is for people to KNOW Jesus, FIND Family, DISCOVER Purpose and MAKE a Difference and our translation team brings this statement to life by making accessible to non-English speakers all that God is doing within 1NAME Church. People ARE OUR HEART, we believe in people and want to empower and equip them to be everything God has created them to be. The world will know the one we serve by how we treat each other. Our heart is to see every person encounter the love of Jesus and fulfill their purpose, that is why the Translation Team is key to help people who come into 1NAME Church whose primary language is Spanish to be able to lean in to what God is doing.

**We are not a Spanish speaking church but a church with a big Spanish speaking community and our heart is to bring our vision to life by translating our messages and providing small group options for them to know Jesus, find family, discover purpose and make a difference.

Translation Team (TT) Servant Leaders Expectations:

SCHEDULING: Planning Center (PCO) requests are sent out a month prior to serving. Please accept or decline the request and communicate with your team leader about making adjustments.

PLANNING CENTER: Planning Center is a workable agenda and has the potential to be updated at the last minute. Team members can download the “Services” Planning Center mobile app to view updates at all times, or have access to the website on an internet browser. Here we get to see the flow for the day, the teams that are scheduled, who we are serving with and so much more. In the “Media” section we can easily access our playbook, and other resources such as “how to lead the salvation prayer”.



Resources: Planning Center 101: https://www.youtube.com/watch?v=TTDbrHN5olo

COMMUNICATION: Communication is key! Please be sure to respond to emails, PCO serving requests, texts/Whatsapp, and/or phone calls so we know you have received them. As we communicate either in person or via text message and WhatsApp – let’s be clear, direct, and always respectful. Please always be proactive in communicating. Accept or decline your planning center request if any special accommodations are needed due to your schedule and let your team leader know so you can receive the support needed. If you are unable to serve after you have committed to be there, be sure to first notify your team leader and then communicate with the team through the designated group chat to find someone that can cover your time. Please be sure to communicate with the team as soon as you find out you cannot serve.

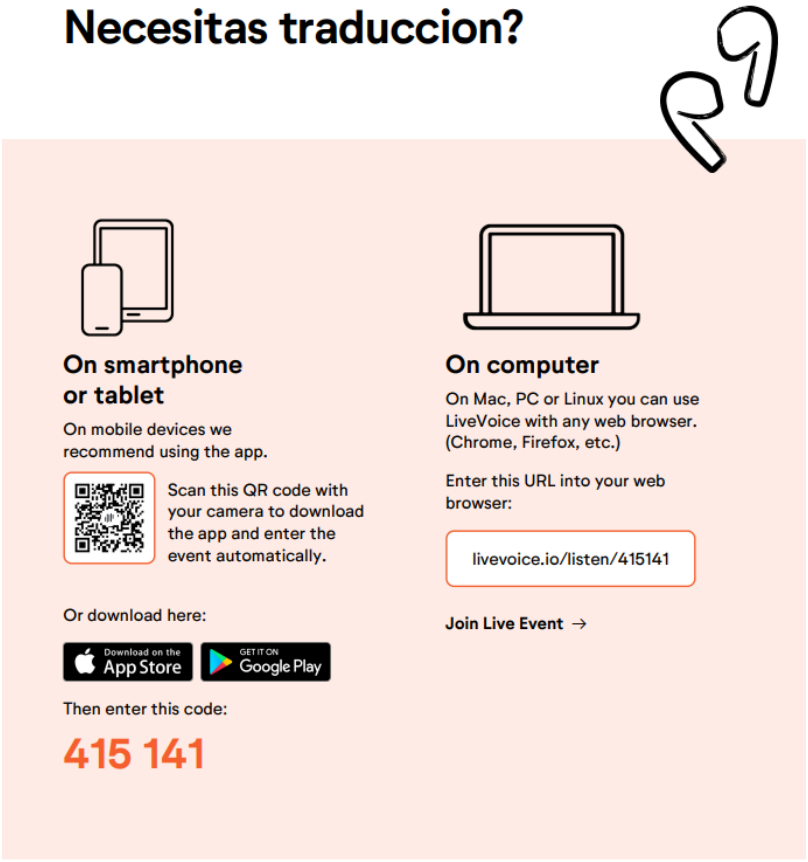
PUNCTUALITY: We are to be on time and value time. We are all required to be on time for call time, we suggest arriving 5 to 10 minutes prior to your call time. If by any chance you need to arrive later or leave earlier that is ok, we simply ask that you communicate ahead of time. (Call time 8:45 am to be on site for platform rundown in which we will review all details for the day and be aligned as we go into gathering).

FLEXIBILITY: In any gathering there can be multiple changes, 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 and going above and beyond is our expectation. We are to be prepared, one step ahead, and ready to execute.

SETUP and RESET: We encourage every Connect Corner servant leader to join the Setup team at least once per month. This helps ensure that all members of our team are

familiar and equipped to help with all aspects of our ministry. We also ask that all servant leaders remain after the Gathering to assist with reset.

HOW OUR TRANSLATION SYSTEM WORKS?



ROLES AND RESPONSIBILITIES

Translator: The role of the Translator is to do simultaneous translation during gathering.

Expectations:

- Set up and reset the designated area.
- Review and translate Pastor's notes and scriptures for the teaching and for the Church App Center. Scripture MUST be translated from the bible app, meaning

looking at the verse and using the translation from the bible, NEVER TRANSLATE VERSES WORD BY WORD from google translate or general knowledge.
- Review and translate additional moments and scripture when needed, as well as being equipped to translate any spontaneous moments that might take place during the gathering.
- Collaborate to write and/or record videos and other resources when needed.
- Use the appropriate language according to our 1Name culture and language, voice tone and energy to transmit the passion and meaning of the message.
- Be prepared with words and phrases that are part of 1NAME culture. For more information about this visit the following link 1Name Culture Guide
- Avoid using slang, words and phrases of your own country or region.
- Be in the Front of House welcoming the church family and connecting with them while supporting the Connect Corner team.

Assistant Translator: The Role of Assistant Translator is to be ready to help the Translator before, during and after gathering. This role is a great opportunity as well to get trained and equipped to be the “Translator” at any of our gatherings. Your Key word is BE READY; translations are simultaneous so make sure to have anything Translator might need quickly.

Expectations:

- Support setting up and resetting the designated area.
- Make sure Translator has all notes, paper, pen, Bible, water.
- Having a digital Bible is always a MUST in case the minister adds new scripture or changes it at the moment.
- Keep adding to the list of words and phrases that can / can’t be used. Report these to the Team Leader to keep track and update files.
- Support any team member / ministry with translation if needed / requested pre or post gathering.

Pre-Sunday Preparation -by Friday:

- Follow-up with scheduled Servant Leaders that have not yet confirmed/RSVP’s on PCO.
- Assure the team knows their schedule and are ready for gathering.
- When requested, support making follow up calls to the non-English speaking members.

Pre-Gathering:

- Call time 8:45 am to be present for the platform run down that takes place in the adults auditorium.
- Set up: Check-In area & Translation room.
- Assure team brings charged laptops / Tablets / Phones, have charges on hand as a backup.
- Double check app is working before and after huddle.
- Be at the Connect Corner supporting the team connecting with the church family mainly “translation listeners” so they can put a face to the voice that is translating to them and help them FIND family also to communicate with them the resources available and how can we care for them through our Care Ministry. Head back to the auditorium when the countdown video is fired, you can keep an eye on the TV at the lobby for reference, or follow up based on the fact that the countdown video plays 5 minutes before gathering start time.

During Gathering (see “During gathering step by step”):

- Be prayed up and engaged at all times.
- During countdown video share announcements related to the non-English speaking community, for example the next time there will be Spanish Groups and where to sign up, invite them to go to the connect corner to get more information or assistance, let them know we have resource them with a bible if they need one (FOR FREE), invite them to connect with someone with a “como te puedo servir” pin to get to know them and help them get connected, let them know we have a Care Ministry, that they can communicate in the connect corner what their needs by filling out a card or getting connected to the Care Team Leader, let them know we have Walk Track in Spanish, encourage them to go to connect corner to get their information and schedule their class.
- As soon as the countdown is ending and worship is about to start remember to lead them in worship, even though **we do not translate the songs word by word** we lead them in worship by communicating what worship is and encouraging them to be engaged and equipping them with the meaning and the heart behind each song, make sure to checkout our “Translation Team - Worship / Alabanzas - Resources”. Make sure you translate the messages coming from any communicators on the platform and that you lead them through transitions as well. Make sure as new listeners come in (you can see that in the app) to invite them to worship that way they understand why you are not talking and they don’t think that “the app is not working”, stay locked in!

- As we wrap up, encourage them to text the number or email the contact in the translation platform letting us know their name and last name so we can update in the system that they are users and also so we can send them resources in their native language.

After Gathering:

- Reset Translation room.
- Debrief with the team and send Greats and Get betters to the team leader.
- Connect with your team! We are doing life together! If time permits, hangout by the Connect Corner to meet and engage in conversation with those you just served. Be ready to make them feel a part of the family and guide them towards the next step in their journey.

DURING GATHERING STEP BY STEP

- During the countdown and as soon as you see active listeners remind them the following:

  Spanish groups and how to sign up, also the upcoming meeting date, time and place.

  Free bibles available at connect corner.

  To identify Spanish speakers from the team with the pin that says “como te puedo servir”

  Walk Track available in Spanish.

  Opportunities to serve, have them reach out to someone at Connect Corner.

  Care Ministry, have them reach out to someone at Connect Corner and mention what this ministry does, we can care for them by helping them grow spiritually or meet a tangible need (celebration of life, benevolence, life recovery, baptism, premarital counseling, hospital and hospice, freedom, blessed life, etc)
- When the pre-roll video ends that we go into Praise invite them to stand and praise the Lord, Psalm 100:4-5. Invite them to clap and make a joyful sound, remind them that as long as we are breathing we got a reason to praise, you can also encourage them using something from the theme of the song, for example if the song is about Joy you could say: “come one family let’s let the joy of the Lord be our strength today as we gather today”.
- When we move from Praise song (more upbeat) to Worship let them know that worship is not about lyrics, teach them that worship is an act of obedience, that is more related to the positioning of our hearts to be open to receive from God than anything else, that we get to connect and worship Him because we were created

to do that and that we get to do it with our own sound and mainly through the positioning of our hearts, invite them to seek His face and be filled with His spirit that is present to meet them right where they are at.

- When we reprise, follow the same dynamic of leading them by letting them know where we are going and what is happening, encouraging them to respond to the moment based on what the communicator has shared.
- Let them know that our prayer team is able to pray for them in Spanish and have them identify them by looking at the pin “como te puedo servir”.
- Before they are dismissed, encourage them to send us a text or email with their name and last name so we know this is their preferred language and update our database, also so we know who they are and eventually find the opportunity to introduce ourselves or follow up with them for groups every season. The goal is to care for them and have Spanish speakers assigned to care for them as well as to send them resources in their native language.

ASSIMILATION PROCESS

1. A New Team Member expresses interest.
    a. Ensure they have all their Regular Home Team paperwork done
        i. Home Team Application
        ii. Spiritual Gifts Survey
2. 101 Meeting with the Team Leader.
3. Schedule a time to go through the translation team playbook and answer any questions they might have.
4. On boarding starts with translation of written material during the week based on their availability. For example: Church Center App notes, teaching, workshop material, flyers, etc. As this takes place the team leader will give feedback and guidance to help the new team member grow and be confident to eventually be scheduled as the Translator.
5. Schedule new team members to shadow at least during 3 of our gatherings.
    a. They will be in the room with the Translator listening simultaneously to the teaching and how translation is taking place.
    b. Make notes of any questions to be asked at the end of the gathering.
    c. Team members in training will be making a list- as they listen intentionally as if they were translating- of words or phrases they would have not been able to translate. This helps us build a glossary with translations of words or phrases that are a part of our culture / language as a church. These are to be shared with the Translator to check if they are or not already in the glossary, if not the team leader will update accordingly.
    d. The new team member and the team leader or someone assigned by the team leader will get together to translate one of the messages posted in youtube. The

Translator will be the audience and the new team member will translate as if it was during the gathering. This can be done in person or through Zoom.

e. Once the new team member is ready their first translation will be during Home Team Huddle, the translator of the day will be listening (as well as any Home Team Member that might need translation or any home team member that speaks the other language) and feedback will be given at the end of Home Team Huddle. This can be done as many times as needed until the new team member is confident and equipped to translate during the gathering.

NOTES FOR THE TEAM:

<u>Translation transitions:</u>

DURANTE EL SERVICIO

Durante la cuenta regresiva y tan pronto como veas oyentes activos (NUNCA durante la alabanza), recuérdales lo siguiente:

o Los grupos en español y cómo inscribirse, así como la próxima fecha, hora y lugar de reunión.

o Hay biblias gratuitas disponibles en el área de conexión (Connect Corner).

o Que identifiquen a los miembros del equipo que hablan español por el pin que dice "¿Cómo te puedo servir?"

o El programa de crecimiento "Walk Track" está disponible en español.

o Hay oportunidades para servir; pueden acercarse a alguien en el área de conexión (Connect Corner).

o Ministerio de Cuidado y Apoyo (Care Ministry): pueden acercarse a alguien en el área de conexión para conocer más sobre este ministerio, cuyo propósito es ayudarlos a crecer espiritualmente y brindarles apoyo con necesidades tangibles como celebración de vida, asistencia benevolente, recuperación de vida, bautismo, consejería prematrimonial, visitas al hospital o al hospicio, libertad espiritual, vida bendecida, entre otros.

INVITACION A LA ALABANZA

Cuando termine el video de introducción y comencemos con la Alabanza, invítalos a ponerse de pie y alabar al Señor con el Salmo 100:4-5.

4 Entren por sus puertas con acción de gracias;

vengan a sus atrios con himnos de alabanza.

¡Denle gracias, alaben su nombre!

5 Porque el Señor es bueno, su gran amor perdura para siempre

y su fidelidad permanece por todas las generaciones.

Anímalos a aplaudir y a hacer un sonido alegre, recuérdales que mientras tengamos aliento, tenemos una razón para alabar. También puedes animarlos con algo relacionado con el tema de la canción, por ejemplo, si la canción habla de gozo, puedes decir: "Vamos familia, que el gozo del Señor sea nuestra fortaleza hoy mientras nos reunimos".

Cuando pasemos de la canción de alabanza (más movida) a la adoración, recuérdales que la adoración va más allá de las letras de una canción.

Enséñales que adorar es un acto de obediencia y rendición, un momento en el que disponemos nuestro corazón para recibir de Dios.

Fuimos creados para tener comunión con Él y adorarle, y lo hermoso es que podemos hacerlo con nuestro propio sonido, desde lo profundo de nuestro ser.

Anímalos a abrir su corazón, a buscar Su rostro y a dejarse llenar por Su Espíritu, que está presente para encontrarse con cada uno justo donde se encuentra.

Cuando se repita una canción o se haga una pausa especial, sigue la misma dinámica: guíalos explicando lo que está sucediendo y anímalos a responder al momento según lo que haya compartido el comunicador.

Infórmales que nuestro equipo de oración puede orar por ellos en español y que pueden identificarlos por el pin que dice "¿Cómo te puedo servir?".

Antes de despedirlos, anímalos a que nos envien un mensaje de texto o correo electrónico con su nombre y apellido para que sepamos que este es su idioma preferido y así actualizar nuestra base de datos. Esto también nos ayudará a saber quiénes son y, eventualmente, tener la oportunidad de presentarnos o hacer seguimiento para invitarlos a grupos cada temporada. La meta es poder cuidarlos y asignarles personas que hablen español, así como enviarles recursos en su idioma.

Otras opciones de que decir:

OPCION 1

"Buenas dias. Es un gozo estar aquí juntos en la presencia del Señor. En este momento de alabanza, quiero animarlos a que se unan con un corazón dispuesto, aunque la letra de las canciones no esté en español. La alabanza no es solo sobre entender cada palabra, sino sobre abrir nuestro corazón a Dios y exaltar su nombre"

OPCION 2

"Buenos días. La Biblia nos dice en Juan 4:24 que Dios busca adoradores que lo adoren en espíritu y en verdad. No importa el idioma en el que se cante, lo que importa es nuestra actitud y disposición para rendirnos ante Él. Así que los invito a levantar sus manos, cerrar sus ojos, cantar si pueden o simplemente meditar en la presencia de Dios. Lo más importante es que nuestro corazón esté enfocado en Él."

OPCION 3

"Buenos días hermanos. En este momento de alabanza, no se preocupen si no entienden cada palabra. Pueden expresarse con gratitud, con un amén, con una oración en su corazón. La alabanza es un momento de conexión con Dios. Así que los animo a alabar con libertad y con un corazón sincero. ¡Demos gloria a nuestro Señor!"

Vocabulary:

A

- **Acknowledge: Reconocer**
- **Awareness: Conciencia**
- **Anointed: Ungido**
- **Anoint: Ungir**
- **Awe: Asombro**

B

- **Belief: Fe / Creer**

C

- **Covenant / Covet: Pacto**
- **Cheerful: Alegre**
- **Cheerful giving: Dar con alegria**
- **Chosen: Elegido**
- **Consumer: Consumidor**
- **Conviction: Convicción**
- **Cursed: Maldición**

D

- **Defeat: Fracaso / Derribar**
- **Devoted: Dedicado**

E

- **Encourage: Animar / Alentar**
- **Expectant: Con expectativa**

F

- **Fasting: Ayuno**
- **Flesh: Carne**

G

- **Gather: Reunir**
- **Generous: Generoso**
- **Groups: Grupos**
- **Gospel: Evangelio**
- **Greedy person: Persona codiciosa**
- **Greed: Codicia / Avaricia**

H

I

J

K

- **Knowledge: Conocimiento**
- **Lust: La lujuria/ La codicia**

M

N

- **Neighbor: Prójimo**

O

- **Offerings: Ofrendas**
- **Obey: Obedecer**

P

- **Praise: Alabanza**
- **Pray: Orar / Oremos**
- **Preach: Predicar**

Q

- **Quote: Frase**

R

- **Realm: Reino**
- **Repentance: Arrepentimiento**

S

- **Season: Temporada**
- **Sin: Pecado**
- **Struggle: Lucha**

T

- **Teaching: Enseñanza**
- **Tought: Pensamiento**
- **Trials and Tribulations: Pruebas y Tribulaciones**

U

V

W

- **Wisdom: Sabiduría**
- **Worship: Adoración**
- **Worship team: Equipo de Alabanza / Adoración**

X

Y

Z

<u>Frases:</u>

- **No se trata de perfección sino de crecimiento**
- **Let's worship: Vamos a adorar**
- **We give you the praise: Te damos toda la honra y la gloria**
- **Lord of Lord, King of King: Señor de Señor, Rey de Reyes**
- **Church goer: El que asiste a la iglesia**
- **Evil person: Persona malvada, persona mala o con malas intenciones**
- **Gate of heaven: las puertas del cielo**
- **We drive: Impulsar/ impulsamos**
- **Spiritual Pride: Orgullo espiritual**
- **Set the tone: Marcar la diferencia / Enfatizar el tono**