

WHAT TO EXPECT

Worship Team

We are so excited to have you a part of The Refuge Worship team! Here is helpful information from where to park, how to get in the building, to where to get your monitor packs. Please look over this before serving for the first time. We hope it helps you feel more prepared for that first time serving. Please reach out to us via email at worship@therefuge.net if you have any questions!

PARKING

When you are are serving on the worship team, we have the team parallel park along the curb at the front of the building. It's the side that faces Kannapolis Parkway where The Refuge sign and logo are on the building. We ask that you park in a line up to the left side of the curb. **We ask that the first team member that arrives for the day pulls all the way up the the cone. Then each car after that park facing the same direction one car behind the other.** Please do not pull up on the loading dock to park. Below are pictures of that area:

**COMING FROM KELLSWATER
ENTRANCE**



PARK ALONG THIS CURB

**COMING FROM KANNAPOLIS
PARKWAY ENTRANCE**



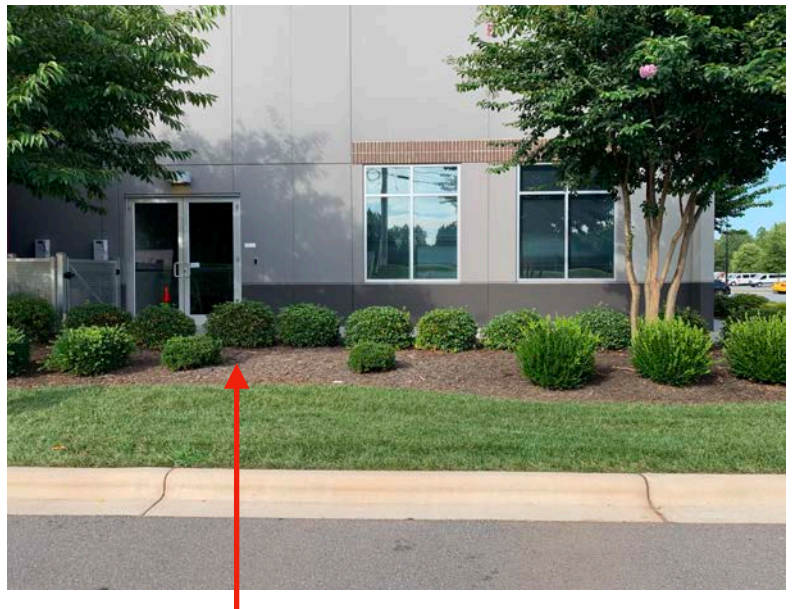
PARK ALONG THIS CURB

GETTING INTO THE BUILDING

Our building runs off key fobs for access into the building AND to get around once you are inside the building as well. You will be given a key fob before serving. There are 2 doors that you can come in for a Sunday morning. Our teams get there before the other doors are unlocked so it's important to come in through these doors. These doors are located on the same side of the building you park on. One on the left and right side. Your fob will open either door. We ask that you do not prop doors open for other team members or yourself. See pictures below:



**ACCESS AT LOADING DOCK
(LEFT CORNER OF BUILDING SIDE)**



**ACCESS UNDER REFUGE SIGN
(RIGHT CORNER OF BUILDING SIDE)**

GETTING AROUND INSIDE THE BUILDING

Once you are in the building you will need to use your key fob to get into the the side halls or BOH for production. You will use the side halls to access the Greenroom, or reach the bathrooms and concourse. It's best to keep your key fob on you while walking around the building. Your key fob is programmed for access only on days you are serving. See a picture below of where to scan your fob to unlock a door:

OFFICE HALL BY PRODUCTION BOH
(ACCESS TO CONCOURSE AND BATHROOMS)



OFFICE HALL
(ACCESS TO GREENROOM, CONCOURSE AND BATHROOMS)



The Greenroom is located down the hall, second door to the left. We serve a hot breakfast, snacks, and coffee for all worship and production volunteers.



WHERE TO KEEP YOUR BELONGINGS

While serving you can put any belongings in the Greenroom or on the designated shelf backstage. Because we have key fob access, your belongings will remain safe while you are on stage. At the end of the ramp that leads backstage there is a shelf where you can place any items, keys, phones, water, purses, hats, etc. Also there are hooks for your jackets. We ask you keep your items in one of those two places to keep from having clutter on and backstage.



SHELVES

HOOKS

TRASH CAN

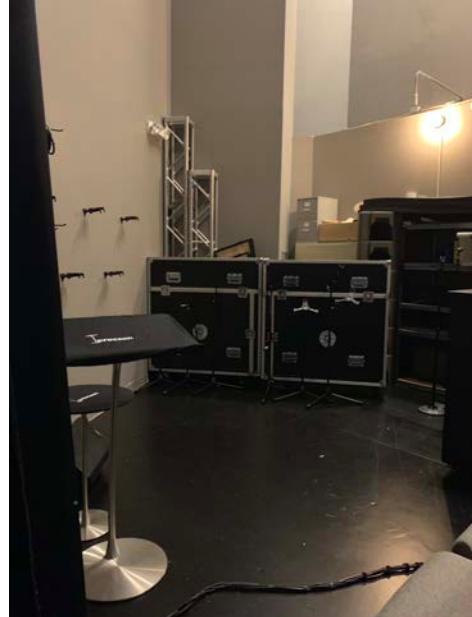
Please help keep backstage and the stage clean by throwing out your trash

WHERE TO EXIT AND ENTER THE STAGE

The team exits and enters from the back left side of the stage. There is direct access from the Greenroom hall to the back ramp that leads to backstage.

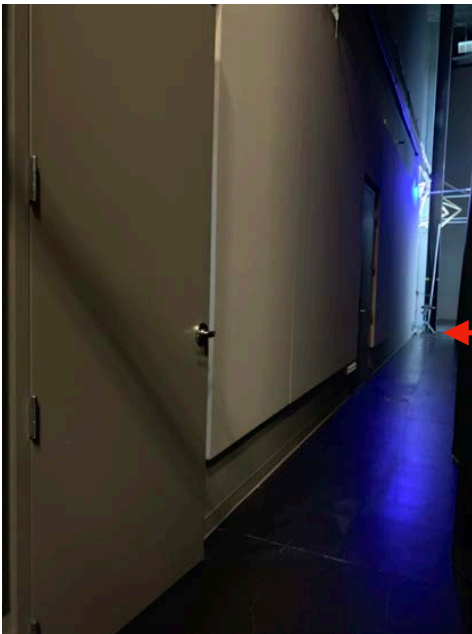


STAGE EXIT AND ENTRANCE
(BACK LEFT CORNER)



HOLDING AREA
(ITS AN IMMEDIATE LEFT BEFORE THE
EXIT RAMP)

Team waits here before entering the stage. All stands and guitars come here after worship.



BACK STAGE ACCESS
Access runs between ramps on both
sides of the stage, giving access to side
halls of building.

WHERE TO FIND YOUR IEMs & iPads

If you take a right when exiting the stage instead of going down the ramp, you will find the “Amp Room”. It’s the room where the Electric Guitars set up their amps. It’s also where we keep all iPads & IEM packs. You will find an iPad & wireless IEM labeled for your position for the day.

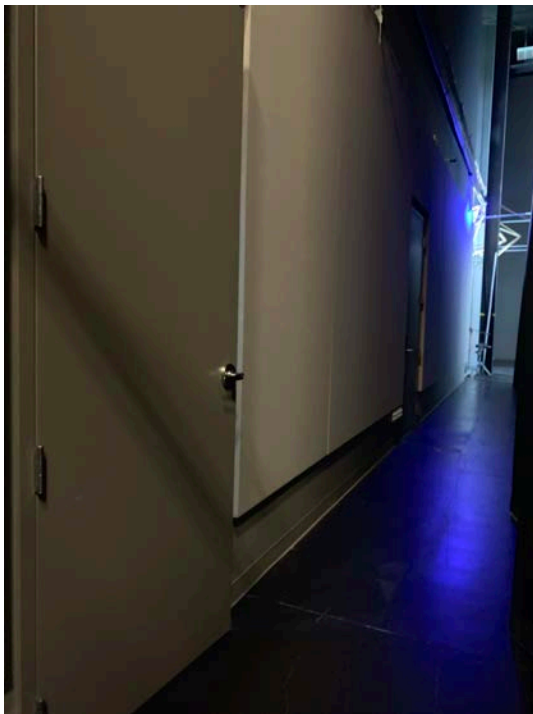
At call time its your responsibility to pick up your iPad and monitor pack. Your iPad will be how you mix you in-ear’s, or access chord charts. *(Please watch the video “Inear Monitor/Music Stand Tutorial” video).*

When you are not using your iPad it needs to come back to this room. **We don’t allow the IEM packs off the stage.** If you exit the stage, please place it on the shelf until you are back on stage. IEM packs are not allowed in the bathrooms, greenroom, or around the campus.

At the end of serving its your responsibility to put the iPad on the shelf *(please do not plug up to the charger)*, and wireless IEM back in the bag in off position.

Please see attached photos below:

AMP ROOM DOOR



SHELVES w/ MONITORS



iPad



MONITOR PACK



*****It's best to check with the Worship Leader or Worship Arts Director to see which pack you should be on for the services.***

WHERE TO FIND YOUR MIC OR INSTRUMENT PACK

At call time your mics will be side stage or already on stage for you. When you are not using your mic, please take it back side stage and place it on the mic clip on the wall. Its your responsibility to place the mic on the clip after services are over. (see picture below)

If you are are playing an instrument, you will be able to find your wireless instrument pack on the designated shelf in the amp room. Its your responsibility to place the pack back on the shelf after services are over. You do not need to put it on the charger. (see picture below)

VOCAL MICS



INSTRUMENT PACKS



All of those designated spots can be found in the Amp Room on the designated shelves.

WHERE TO PUT CASES AND GUITARS

We ask that you put any gear or guitar cases in the Amp Room on the top of the shelves. Your guitars can go side stage on the wall hooks. Please attach your wireless instrument packs to your straps. Please be aware to switch off the pack while not on stage. See pictures below:



Place all cases on top shelf.



Place guitars on wall hooks.

FOR GUITARS ONLY

ELECTRIC GUITAR

Place your pedal board in the box:



Input for stereo lines
out to amps:

Switch on power
strip for power, be
sure to power off
switch after serving.

Wireless
Transmitter /Tuner

BASS GUITAR

Our in-house pedal board is already in the box:



Switch on power
strip for power, be
sure to power off
switch after serving.

Wireless
Transmitter /Tuner

TIME EXPECTATIONS

Please rely on Planning Center for call times and rehearsal times. Please see the time outline below:

- 7:00am - call time, line check, monitor check
- 7:15am - line and monitor check
- 7:30am - rehearsal
- 8:30am - team breakfast and prayer
- 8:45am - production meeting (in Greenroom required for worship & production team)
- 9:00am - service
- 11:00am - service

If you are serving on the worship team you will have a worship team member paired with you for your first morning or event.

The Greenroom is available for you at all times while serving. Before leaving after services please check in with your leader or director.