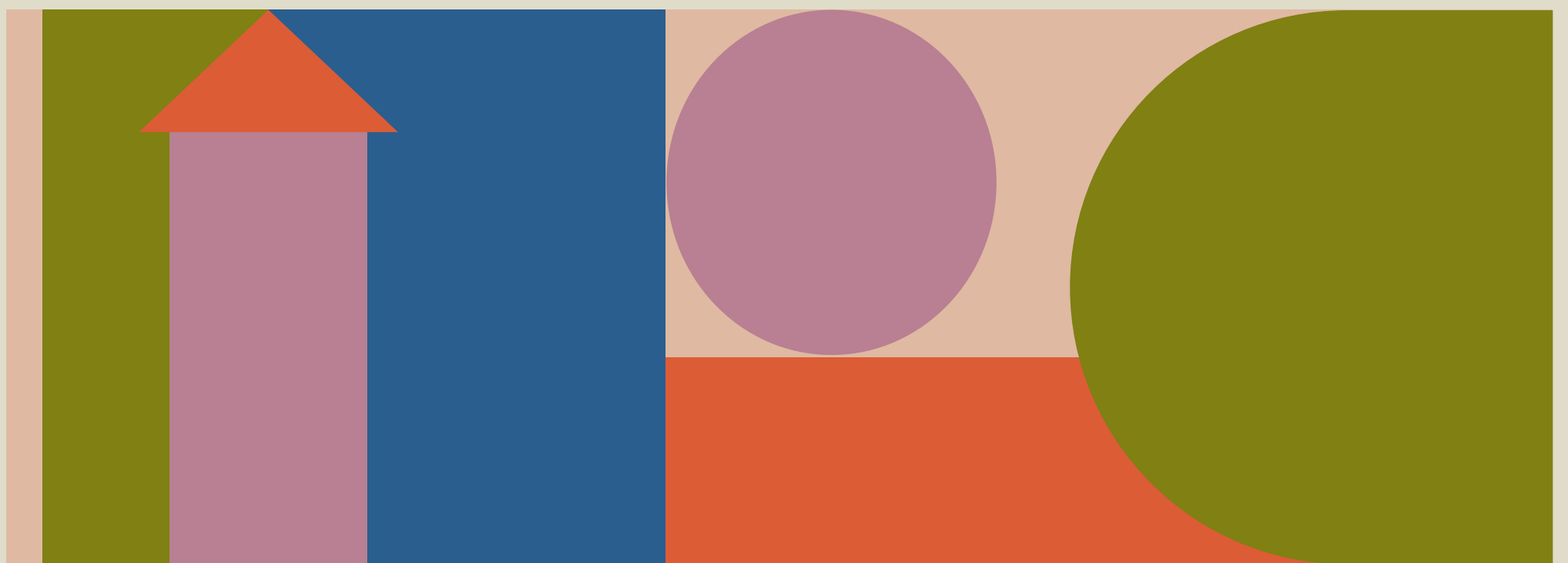


# Equip

MANUAL



PHOTOGRAPHY

# Photo

TEAM

# Section I

KEYSTONE  
MISSION, VISION  
AND VALUES

## Part One: Keystone Mission

Jesus said, "...Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the days." (Matthew 28:19-20, NLT)

## Part Two: Keystone Vision

Leading everyone to experience a passionate life in Christ!

## Part Three: Keystone Values

Keystone's seven values describe WHO WE ARE and WHO WE STRIVE TO BE as a church. As we carry out the great mission and vision God has called us to, together we must create a culture that reflects the values God has made clear. With every touch, every conversation, every act of service, every move we make, we commit to carry out this great vision and these values as we love God and love others at Keystone Church.

### 1. Jesus Changes Lives

Life change begins in a relationship with Jesus. We love seeing lives changed so much you might say we are addicted to life change! We are passionate! As a result, we steadfastly commit to help people encounter God, receive the gift of salvation and experience the purpose and freedom Jesus promises for those who put their trust in Him. (John 3:16)

### 2. The Bible Is our Truth

The Bible is God's voice. In a world full of opinions, we choose to find our truth in God's Word, the Bible. We believe the Bible is the authoritative, supernatural revelation of God Himself and God's gift to guide those who love and seek Him. The Bible reveals God's design for His Creation and shows us the way to live life beyond what we could ask or imagine. (Psalm 119:11)

### **3. We Sing Loud**

Anytime we gather together, God gives us unforgettable experiences as we praise and worship Him. God created worship and praise as an opportunity to connect intimately with Him. We sing loud because of what God has done, what God is doing and what we believe God will do in our lives as we stay close to Him! (Psalm 47:1)

### **4. We're in This Together**

You matter to God. You matter to us. We weren't meant to live this life alone. God created the Church to be a family and we want this place to feel like home. Like any healthy family grows in size, the church was created to grow. As we grow larger our passion is that it's not about our size, it's about our spirit. We're in this together! (John 17)

### **5. We Always Bring our Best**

God calls us to love Him and to love others. One of the ways we love well is to BRING OUR BEST. Jesus brought His BEST for us! We are driven to bring our best for Him and others. As a result, we value hard work, creativity, beautiful spaces, and doing everything we do with EXCELLENCE. (Colossians 3:23, 1 Corinthians 10:31)

### **6. We Are Serious About Having Fun**

God is the creator and author of FUN. We believe God is a blast and the church should be too! We recognize that every good gift comes from God. We seek to enjoy God and His gifts His way as we create FUN environments that point us to the God who loves life! (Song of Songs, James 1:4, Psalm 34:8)

### **7. Passion Drives Us**

Passion is not something that has to be pulled out of us. Rather, passion pours out! As God has loved us, we will love. As God has served us, we will serve. As God has generously given to us, we will generously give. We love God and His Church with PASSION. We embrace the mission from Jesus with PASSION. (Matthew 22:37-40)



# Photo

## TEAM

# Section 2

## TEAM MINISTRY STANDARDS

Part One: General Expectations  
and Behaviors

Part Two: Age and Background  
Check Requirements

Part Three: Team  
Characteristics

Part Four: Position Descriptions

We are the Keystone Family. We are people who answer God’s call to love God, love people, and serve God’s Church. As Jesus served us, we serve others as we lead everyone to experience a passionate life in Christ!

## **Part One: General Expectations and Behaviors**

### **Serving and Attending the Worship Experience**

All Servant Leaders will commit to regularly attending the in-person weekend worship experience at Keystone. For teams that require Servant Leaders to be in position for an entire service, these Servant Leaders serve at a separate service from the one they attend in the Auditorium.

### **Servant Leader Safety Considerations**

While serving, always make an effort to maintain safety for yourself and those who are serving with you. This means avoiding situations where a person’s integrity could be called into question. Never enter a closed-door room with a child (who is not your own) without another unrelated adult present, nor a closed-door room with only one other Servant Leader of the opposite gender.

### **Weekly Communication and Preparation**

Being prepared and communicating with our team helps us bring our best as we serve God and others. Each Servant Leader is asked to communicate regularly with their team’s leadership via Planning Center Online. Schedule requests will be sent weekly via email and the Planning Center Services app. Within the Planning Center Services app, the weekly preparation documents are also available to download, if applicable to your team. Please promptly respond to these schedule requests (Accept or Decline) when they are sent each week.

### **Dress Code**

Each Servant Leader will receive a Keystone Church lanyard that should be worn at all times while serving on the campus. (In certain positions, a different type of identification may be used.) A modest dress code is required. A helpful question to ask oneself is, “Could I bend over or sit on the floor without revealing anything?”

## Arrival and Departure

The arrival time for Servant Leaders is normally 40 minutes before the service start time, or immediately after the service they attend. This allows time for parents to check in and drop off their children prior to serving. Children ages birth to 6th grade should attend their Keystone Kids programming while their parent is serving.

Upon arrival, all Servant Leaders should immediately connect with their Team Lead and will be dismissed by the Team Lead at the end of the service. Below is a sample timeline of what your experience may look like during a normal service while serving on this team.

40 minutes prior to service	Arrival, check in and drop off all kids birth to 6th grade.
30 minutes prior to service	Meet with Team Lead. Pick up camera and lanyard from Broadcast Suite. Pick up SD card from editing computer. Check specific tasks/shots from the Editor.
25 minutes prior to service	Begin shooting.
Service begins	
Throughout service	Drop off SD card with Editor, after each area has been shot.
Shortly after service	Follow the post-service schedule if applicable. Check out with Team Lead and return all equipment.

## Cell Phone Usage

Cell phones are to be used for assigned ministry use only. Please keep your cell phone hidden while you are in position and serving on behalf of the team.

## Transferring or Stepping Down

Please give your team's leadership a two-weekend notice if you are interested in stepping down or transferring to a different serving team. If you are interested in serving in a different ministry, Keystone Staff will help make this process as smooth as possible by connecting with the leadership of that ministry to get the process started.



## Part Two: Age and Background Check Requirements

Servant Leaders on the Photography Team must be at least 9th grade or older. Background Checks are required for all adult Servant Leaders serving on the Photography Team.

## Part Three: Photography Team Characteristics

As Servant Leaders, we commit to carry out our church's vision and values through clearly defined standards that are specific to the role each Key Team contributes to a person's experience at Keystone. At Keystone, we value creativity because it points back to the Creator of all. Photographers capture moments to help tell the story of Jesus and what He is doing in and through Keystone Church.

### 1. **Creative.** We capture authentic and real moments to tell the story of what God is doing in our church.

- Creatively capture powerful moments throughout our church. Moments of life change, joy while serving, baptism, worshipping, having fun, and people connecting and finding community will communicate what God is doing in our church!
- Use different techniques and angles to capture these moments. Utilize the technology and gear at your disposal to capture, and ask for feedback from those in leadership of the team.

### 2. **Excellence.** We value hard work and creativity by doing everything with excellence.

- What we communicate tells a clear story. Strive to shoot clear, focused photographs that reflect the vision of Keystone Church.
- Remain calm under pressure. Bring peace to all you do.
- Work with energy and commitment to complete the task.
- Follow all policies and procedures, especially those related to maintaining the safety of children on our campus.

**3. Aware.** Create a distraction-free experience for guests by being aware of the worship environment as you capture.

- Blend into the moment and don't be a distraction. Be sensitive to what is happening in the environments you are entering.
- Having awareness means different things in different rooms or environments. This may mean:
  - Adjusting your shot. Don't take away the experience of the person in the room by stepping into their space to capture a photo.
  - Be discreet while you move throughout the room.
  - Be aware of the sounds your equipment makes (i.e., camera shutter noises). As much as possible, avoid taking photos during intentionally silent moments. When in doubt, wait to shoot.

**4. Coachable.** A coachable spirit begins with a humble heart and willingness be stretched in your preferences, skills, and abilities.

- Be open to coaching. All of us will miss it every now and again. We are in this together and are committed to helping each other get better.
- Our talents can always be developed and improved, and we should humbly accept direction and learn from it.

**5. Safe.** Create a safe environment that reflects God's love and heart for everyone.

- Take respectful photos that honor those who are in the photo.
- Some children should not be photographed. When entering a children's space, avoid taking photos of children who have a colored sticker on their name tag.

## Part Four: Photography Team Position Descriptions

### Photography Team Lead

The Photography Team Lead schedules the Photography team Servant Leaders for all services or events they are responsible for. All Team Leads will have specific service type(s) for which they are responsible, and will collaborate as needed. These service types include:

- Weekend Team Lead
- Student Ministry/Wednesday Night Team Lead
- Special Event Team Lead

Team Leaders should have basic technical skills to assist Photographers and Editors. The Photography Team Lead coordinates between the Photography Team and the Social Media Team to ensure photos captured are accurate and ready to post.

### Photo Editor

The Editor reviews and chooses photos in a timely manner that meet the image quality standards. The Photography Editor edits selected photos with great attention to detail, following the desired look given by the Photography Team Staff Lead. The Editor communicates closely with the Photographers regarding shots still needed.

### Photographer

Photographers capture moments that tell the story of what God is doing in and through our church. They follow the provided shot sheet and are fully engaged in the moment to capture Keystone Values through each photo.

### Photography Equip Coach

The Photography Equip Coach trains and coaches other Servant Leaders on the Photography Team. This is a leadership position on the team. He or she is required to have an understanding of technical and communication skills. The Photography Equip Coach is knowledgeable of Keystone Church Culture and Values.

# Photo

## TEAM

# Section 3

## PROCEDURES

Part One: Arrival Procedures

Part Two: Photographer  
Procedures

Part Three: Editor Procedures

Part Four: Equip Coach  
Procedures

Part Five: Other Procedures

## Part One: Arrival Procedures

### Check in and Equipment Pick Up

All Photography Team Servant Leaders will arrive 30 minutes prior to service and check in upon arrival with the Photography Team Lead. Servant Leaders will pick up their assigned equipment after checking in with the Photography Team Lead. All Servant Leaders and Photographers should wear a Photography Team lanyard while serving.

### Servant Leader Childcare

Servant Leaders on the Photography Team are encouraged to utilize the Keystone Kids programming while they are serving. If you have a question about what is available for your kids when serving, ask a Photography Team Lead or Service Lead.

## Part Two: Photographer Procedures

### Shot Sheet Assignments

Photographers will reference the Shot Sheet provided to see what photos are needed for the service hour or event. Refer to specific editing notes on the provided Shot Sheet, which is located by the editing computer.

### Shot Sheet Progress Check

Before shooting, it is important to familiarize yourself with the Shot Sheet. The Shot Sheet provides specific moments and images that Photographers need to capture. Throughout the service, if something specific on the Shot Sheet has not been captured, the Editor will inform the Photographer.

### Check Camera Settings

Before shooting, the Photographer will adjust the settings on their camera to obtain the desired look for the photo. A list of basic camera operating instructions, which include different settings for shooting in various locations through the church, is found on the back of the Photography Servant Leader lanyard.

## **Secure Digital (SD) Card Storage and Drop Off**

Throughout each service, the Photographer is required to drop off their SD card to the Photography Editor when shooting location changes, or after 125 photos are taken. During their service hour, the Photographer will continuously look through the photos stored on the SD card and delete any shots that do not meet image quality standards. When dropping off the SD card to the Photography Editor, the Photographer will inform the Editor the location and type of photos that are on the card (i.e., Keystone Kids, West Lobby, worship, speaker).

## **Equipment Return**

At the end of the service hour, the Photographer will check in with the Editor and return equipment and lanyards. Place each item in the designated storage locations. If the Photographer brought his/her own equipment, only the SD card will be returned.

## **Part Three: Editor Procedures**

### **Shot Sheet Assignments**

The Photography Editor will reference the provided Shot Sheet to see what photos are needed for the service hour or event. Refer to specific editing notes on the provided Shot Sheet, which is located by the editing devices.

### **Shot Sheet Progress Check**

It is important to familiarize yourself with the Shot Sheet. The Shot Sheet provides specific moments and images that Photographers need to capture. Throughout the service, if something specific on the Shot Sheet has not been captured, the Editor will inform the Photographer.

### **Editing Photos**

Editors will sort through the SD cards brought to them by Photographers, and will choose photos that meet image quality standards. After selected photos have been edited, use the custom presets in the editing software to produce images that reflect Keystone's look and brand.

## Shared Albums

Upload all edited photos to the Social Media shared album(s), in order for the Social Media Team and Staff to have access. The Editor should verify that all photos are uploaded into the correct album(s).

## Post-Service Procedures

Once the shared albums have been created and updated, the Editor will check out with the Photography Team Lead and turn in their Servant Leader lanyard.

# Part Four: Equip Coach Procedures

## Equip Coaching Guide

Promoting Keystone's culture and technical skills training are all important functions of the Equip Coach. The Equip Coach will use the resources provided to coach and train Editors and Photographers. The resources are available from the Photography Team Lead upon arrival and will contain basic information in regards to the appropriate topics for the area they are equipping.

## Communicating Culture

During each service hour, the Equip Coach will promote Keystone culture through conversations and actions. The Equip Coach trains new Servant Leaders on the "why" behind the Photography Team procedures, by referring to the Keystone Mission, Vision and Values. The Keystone values will be repeated often and with intentionality.

## Debrief With Servant Leaders

The Equip Coach will follow up at the end of service with any Servant Leaders he or she is coaching, and ask if there are further questions or have feedback. Talk with them about serving regularly, and adding them to a regular schedule in Planning Center. Before leaving, also debrief with the Team Lead regarding the Servant Leader's experience.

## Part Five: Other Procedures

### Scheduling Requests

Scheduling of all positions happens through Planning Center. Please respond to requests as soon as you know if you can serve or not. A “No” is better than no response. Download the Planning Center Services app for helpful team information, including service and arrival times. If you know you will not be available, you can block out dates ahead of time in the app or online. When communication is coming from the Photography Team Lead, an active response is required.

### Children Not To Be Photographed

When entering a Keystone Kids ministry area, a Keystone Kids Servant Leader will alert the Photographer of any child with a colored sticker on their name tag. This indicates the parent has requested for their child not to be photographed. Please help protect this child’s privacy by excluding him or any from any photos or videos.

Additionally, no child name tag should be visible on any photo or video. If photos or videos include a child whose name tag is visible and legible, do not use.

### Baptism

When baptisms are happening, they will usually happen following the service. The Photography Team will stay until all baptisms are over. When a baptism is scheduled to occur after a service, the Photography Team Lead will notify all Photography Team Servant Leaders and provide instructions.

### Special Event Photography

Special events will be scheduled in Planning Center. Prior to a special event, the Photography Team Lead will share specific instructions that may differ from the procedures for normal service times.



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