

SET-UP / BREAK-DOWN

WHAT IS A CULTURE GUIDE?

At Victory Church, we know that culture either happens by design or by default. Rather than allowing our feelings, upbringings, past experiences, or standards of society to take the lead, our goal is to intentionally create a culture that glorifies God.

Culture Guides are intended to do two primary things:

1. Give members the information needed to *finalize* their serving team decision.
2. Serve *as the onboarding*, providing all the information and guidance for how the team operates.

C.H.E.C.K. VALUES & GUIDING PRINCIPLES

COURAGEOUS:

We follow Jesus into the unknown, walking by faith and not by sight, no matter what it costs us.

- We Get Out of the Boat
- We Lead Ourselves

HUMBLE:

We are not led by title. We lead with open hands, always seeking to serve others.

- We Use Our Titles as Towels
- We Fail Forward

EMPOWERING:

We make disciples who make disciples: Equip, empower, and send!

- We Are Gold Miners
- We Hand Over the Keys

CONNECTED:

We walk slowly through the crowd; we seek to know people and walk alongside them through life.

- We Smell Like the Sheep
- We Pull on the Same Rope

KIND:

People know we are disciples of Jesus by the way we love others.

- We Are Tigger, Not Eeyore
- We Live by the Golden Rule

TEAM POSITIONS

- **Ministry Lead:** provides oversight for an entire ministry, for a campus, or for Victory Church
- **Coordinator:** leads and supports a group of coaches and/or oversees a specific component of ministry
- **Coach:** leads and supports a group of leaders
- **Team Leader:** leads and supports a group of team members
- **Group Leader:** leads a small group
- **Team Member:** (replaces the term “volunteer”); usually an individual contributor to a ministry team

OPPORTUNITIES TO SERVE & GROW

We are a portable campus deployment team.

Every weekend we:

- Unload trailers
- Build the entire church environment
- Support ministry moments
- Break-down and store everything away with excellence

We are not just team members—we are contributors to the environment and the experience.

Set-Up – Saturday Morning at 8am. We are anticipating a 2.5 hour set up time, which includes starting with Saturday Morning Prayer.

- *Dacula Campus Only*
- *Ages: 18+*

Break-Down – After Sunday Services. Anticipating 1.5 - 2-hour break down.

- *Dacula Campus Only*
- *Ages: 18+*

Hospitality – Expectation: To ensure all designated areas are swept and cleaned if needed and ready for use without any debris. This team will set up bathroom decor, room sprays, lobby sprays, greenery, etc. You will be responsible for creating an environment of excellence and cleanliness wherever needed before guests arrive.

- *Dacula Campus Only*

- *Ages: 18+*
- *Note: The High School has custodians, however, there may be a chance we show up and an area we use needs to be tidied up.*

OUR MINISTRY GOAL

We believe environments matter because people matter. Every person who comes onto a Victory Campus is looking for connection, clarity, and an encounter with God. Our vision is to build environments that remove distractions and make space for life change. As a Set-Up / Break-Down team, we prepare the house, build the experience, and steward it for the next week.

Our Weekend Rhythm:

Saturday – Set-Up (After Prayer)

- We move from presence to preparation.
- We pray first.
- Then we execute with efficiency and unity.
- We follow Portable Church Industries’ (PCI) systems exactly)
- Goal: A fully ready, distraction-free environment for Sunday.

Sunday – Break-Down (After Services)

- We move from ministry to stewardship.
- We honor what God did during services.
- Then we move fast together.
- We reset everything for next weekend.
- Goal: We are organized, protected, and ready-to-deploy systems.

Our Culture – C.H.E.C.K. Values

C — Courageous

- We step into physical work with urgency.
- We take initiative without waiting.
- We speak up if something is unsafe or off.
- **Win:** “I saw it, so I handled it.”

H — Humble

- No job is beneath us.
- We carry, lift, push, and serve wherever needed.
- We stay teachable during PCI training.
- **Win:** “How can I help?”

E — Empowering

- We train while we work.
- We bring new people in quickly.
- We encourage when energy gets low.
- **Win:** “You’ve got this—I’ll show you how.”

C — Connected

- We move as one team.
- We communicate constantly and clearly.
- We don't leave until the whole team is done.
- **Win:** No one works alone, and nothing gets missed.

K — Kind

- We lead with encouragement.
- We stay positive under pressure.
- We assume the best in every moment.
- **Win:** People feel valued even in high-pressure moments.

Team Standards

Work Hard + Work Smart

- Use proper lifting techniques.
- Wear protective gear when and where needed.
- Protect equipment at all times.
- Follow PCI systems precisely.

Respect the System

- Trust the training provided by PCI.
- Do not improvise systems without leadership.
- Consistency creates speed.

Own the Environment

- If you see it, you own it.
- Don't wait to be asked.
- Solve and communicate quickly.

Keep the Pace

- Set-up = steady and focused.
- Break-down = fast and organized. We move with purpose.

Finish Strong

- No early exits.
- No "my job is done" mindset.
- Final checks before anyone leaves.

Safety & Stewardship

We Protect People

- Lift safely.
- Ask for help when needed.
- Watch for fatigue.

We Protect Equipment

- Handle all gear with care.
- Pack intentionally (not rushed).
- Leave trailers organized and deployment ready.

What we do during break-down determines next weekend's success.

Team Language

- "What's next?"
- "I've got it."
- "Need a hand?"
- "Let's move."
- "What we do matters!"
- "We're helping set the stage, literally and spiritually."
- "Finish strong."

What Success Looks Like

Set-Up Success

- On time or early completion.
- Clean and distraction-free environment.
- All systems are fully operational.

Sunday Success

- Environments feel intentional and welcoming.
- No distractions for guests.

Break-Down Success

- Fast and organized execution.
- Equipment protected and packed correctly.
- Trailer is ready for next weekend.

GUIDELINES & COMMITMENTS

Commitment: As a Set-Up / Break-Down Team Member, I commit to following precise, outlined procedures for unloading, loading, setting up, and tearing down what can be heavy and/or fragile equipment or decor.

I understand that I am volunteering my time on Saturday mornings and Sunday afternoons at least twice a month, but possibly four times a month until the team is fully built. I commit to setting a standard of excellence for all who will attend Victory Dacula in a way that is cheerful, unified, and efficient. I will communicate any gaps in my time that would not allow me to serve so that the team can sufficiently fulfill duties without me in a timely manner. I will communicate this through Planning Center (the "Services" app), texting, or a phone call.

Time Commitments:

Weekends:

We commit to Saturday Mornings, attending a service on Sunday, and tearing down after lobbies have emptied on Sunday. The goal is to have a rotation, so that you are serving 2x/month, however, as part of a unified launch team, the ask may require more at start up.

Trainings: Portable Church Industries (PCI) will formally train our team. We will provide formal training to new team members after launch, but as new members join the team

existing members will be encouraged to lead and instruct them. During the year, trainings/refreshers may be scheduled for your team. We ask that as these are announced you make every effort to attend.

Scheduling: We use an online tool called Planning Center for all of our ministry's scheduling. It will communicate to your email inbox, and even your text number if you like, but it will require you to use either its phone app or website to confirm your schedule request or to communicate your upcoming schedule conflicts. Using Planning Center is expected for all team members, but have no fear! It's not complicated, and we will help you until you're comfortable using it on your own.

Communication is a must from all involved. Exchange numbers, confirm email addresses, and ask any question you can think of about scheduling and Planning Center. You will be expected to use the assigned tools to confirm scheduling requests, to let us know something unexpected has come up (like sickness), to block out upcoming dates you're unavailable, and to communicate any other necessary information – from personal prayer requests to serving related questions. "Communication" starts with "Co" - it takes both of us!

Flexibility is a gift – Sometimes, a process needs to change. Sometimes, something additional/different needs to be done on a weekend. Sometimes, mistakes are made. Let's maintain relationship and trust as we navigate the unexpected things of life together.

Real Relationships: It's our hope that friendships grow as you link arms with others to serve! To encourage real relationships, we foster community where life can be shared and supported – both celebrations and struggles. We also have Small Groups built into our teams, and encourage you to join one, especially if you are not in a Small Group already.

Background Checks are conducted for all team members (ages 18+) in all ministries at Victory. But don't let that stop you! Please have a conversation with us. We love to walk relationally with people and find a way to say "Yes!"

Onboarding and Next Steps: You will be contacted from the Dacula Campus team regarding upcoming trainings. You can expect to be welcomed, well-trained, introduced to teammates, and provided with necessary details like time expectations, what to wear (and not wear), where to meet, and where to park.

FAQs

How often would I be scheduled? Every other week. The additional details of "what time" and "how long" will be answered by the leader of the team you're interested in.

Could I serve at the same (or different) time as my family? Yes! Our scheduling tool is called Planning Center (the "Services" app), and it has functionality in it to help households serve the same or different weeks, even if people are on different ministry teams! We will work with you.

I have kids. Can I still serve? Yes! This is a great opportunity to model serving for your children. We'll work with you and will help you know when you can step away to get your kids checked in to their ministry.

What happens if I miss a week I am scheduled? Communicate, communicate, communicate. If you know in advance, please help your leader by blocking out those dates in Planning Center (the "Services" app) or by phone. If it's a conflict on the day of your serving (like waking up sick or with a sick kid), communicate with your Team Leader by phone as soon as possible. **Any heads up is better than no heads up!** And if you forgot and missed the scheduled time, please communicate anyway. Communication builds relationship and trust.

I am concerned about having a background check. Please come talk with us! Whether it's concern about what may show up on it, or fear of not having necessary documents, or something else, please trust us to walk with you. We can provide guidance and we can also promise that your personal information will be handled with confidentiality and love by a very small number of necessary staff members.

What's next? One of our leaders will reach out to you about next steps (i.e. shadowing a member of the team you're interested in during an upcoming weekend service). If a team you try doesn't feel like the right fit, we will help you find the right one, even if it means an entirely different ministry. We're here to help!

I still have questions... Not a problem! Our team is here to answer any lingering questions or concerns. You may also reach out to us via email: Dacula@victoryatl.com