

Welcome to a new experience in
Christian theatre ministry



Introduction

The purpose of this handbook is to firstly introduce I AM Productions to a wider cross section of potential persons who may want to gain an insight into the organization and its operations, before making a decision to become members.

Secondly, to provide policy guidelines for godly and professional standards of behavior. With these policies in place, members have guidelines to help them understand what the organization expects of them, thereby establishing a set of values and norms that exemplifies the God we serve as a Christian theatre organization.

So get ready for some Fun, Excitement, Love, Laughter, Prayer, Tobago Lime, Fellowship, Great Friends, Family Productions, Professional Training, Seminars, Workshops and much more.

These are but a few experiences that await you after becoming a member of
I AM Productions.

Message from the Founder

Greetings,

My name is Earl Bagot Jr. and the Founder, CEO and Playwright of I AM Productions. On behalf of my wife, the Management Team, Cast and Crew, we would like to thank you for taking the time to enquire about our organization by way of this introductory handbook.

In the book of Exodus chap 3 vs 14 it is written, **“And God said to Moses, I AM That I AM, and he said, thus shalt thou say unto the children of Israel, I AM hath sent me unto you”**. This is where I AM Productions got its name and commission to go out into the world and minister God's word via the medium of theatre.

This is our purpose... This is our focus.

In closing, it is my sincerest hope that after reading the contents of these pages, you would be further motivated to visit our website at www.iamproductionstt.com to learn more about who we are and what we do.

Sign up to become a member today and **EXPERIENCEIAM**.

Earl Bagot (Jr.)

Founder & CEO
I AM Productions

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1. WHAT IS I AM PRODUCTIONS

I AM Productions is a Christian theatre ministry organization that ministers the word of God via the medium of theatre. Our theatrical productions are presented in a manner that is enjoyable, entertaining, easily understood, respectful to all religions and appreciated by a wide cross section of the population of Trinidad & Tobago.

In addition to obtaining a Certificate of Registration from the Registrar General's Office of Trinidad and Tobago, the organization received its Certificate of Recognition from the Ministry of Arts and Multiculturalism and was registered as a Cultural Organization with the National Registry of Artists & Cultural Workers on April 25th 2013.

I AM Productions has a membership of approximately sixty (60) volunteers. Our operations are funded by donations received from Agape Bible Ministries, business entities and proceeds generated from our public theatre ministry presentations. If there is a reasonable surplus remaining after the clearing of all expenses, a one-time stipend is paid in the respective production year to each active volunteer. Funds are also allocated towards selective charitable cases and to our membership development activities.

Visit our website [About Us](#) page to get more details on the organization.

2. MISSION & VISION STATEMENTS

MISSION STATEMENT

To be a body of ministers walking upright in obedience, holiness and righteousness before God, thereby allowing the Holy Spirit to move freely amongst and through us bringing enlightenment, manifestation of healing and deliverance to all people.

VISION STATEMENT

To be a beacon of excellence in all our daily undertakings, whilst fulfilling our godly mandate as believers and as an organization which embodies and exemplifies the sound principles of family, health, prosperity and uplifting theatre ministry through the power of the Holy Spirit.

3. POLICIES

Our policies were developed to influence the course of actions that we as an organization undertake in certain situations, so as to ensure we consistently operate and function as a Christian theatre organization in pursuit of our goals and objectives, based on the vision of I AM Productions.

Notwithstanding, these policies are subject to revision and are not limited to the following, but may be further developed as the organization continues to grow and develop.

These guidelines addresses the following categories:

- a) Membership
- b) Monthly Financial Contributions
- c) Financial Accountability
- d) Dress Code
- e) Code of Conduct
- f) Video Taping & Photography
- g) Attendance to Practice Sessions
- h) Refreshments
- i) Supply & Use of Costumes
- j) Additional Production Services
- k) Scripts

POLICY GUIDELINES

A. MEMBERSHIP

1. Membership in I AM Productions shall be open to anyone who has a heart for the Lord Jesus Christ.
2. Persons interested in becoming members must read and familiarize themselves with the contents of this booklet before applying for membership.
3. Recruitment to the organization is strictly on a voluntary basis.

B. MONTHLY FINANCIAL CONTRIBUTIONS

A financial contribution of twenty dollars (**\$20.00**) per month shall become due and payable by the first of each month from all working members of I AM Productions. The proceeds shall be paid to the Accountant and shall be utilized to offset both administration and refreshment costs. Members can also make lump sum payments for the year if they so choose. A register shall be maintained by the Accountant to ensure that all contributions due are paid and up to date. Members who lapse in their contributions will be required to make special arrangements with the Accountant to clear any arrears that may have accumulated for the period in question.

Monthly contributions are not applicable to non-working members and students. However, if these persons in their temporary limited financial capacity desire to still make a contribution, they are more than welcome to do so.

POLICY GUIDELINES (CONT'D)

C. FINANCIAL ACCOUNTABILITY

All financial transactions shall be properly documented, audited for transparency and signed by a reputable independent Auditor. A signed copy of the report shall then be submitted to Agape Bible Ministries, to whom we have made ourselves accountable.

D. DRESS CODE

Members shall be properly attired at all times during practice sessions without exception. Members shall use their discretion in the type of clothing that they wear, particularly at the church facility where the majority of practice sessions are held.

E. CODE OF CONDUCT

All members of I AM Productions, without exception, shall conduct themselves in a manner that exhibits acceptable standards of behavior that is becoming of a child of God. Should the organization have to address any issues of conduct and indiscipline within the group, the respective member/s shall be privately and confidentially spoken to. Should there be a reoccurrence of unacceptable behavior, such member/s will be kindly asked to consider taking a one year leave from the organization to address their problem.

POLICY GUIDELINES (CONT'D)

If after a year and there is no change in behaviours, such member/s will be asked to leave the organization permanently.

F. VIDEO TAPING & PHOTOGRAPHY

Unless otherwise expressly approved by the CEO, all Artistic, Recreational and Professional videotaping and photography shall be done by I AM Productions Media department only.

G. ATTENDANCE TO PRACTICE SESSIONS

LATE ATTENDANCE WILL NOT BE TOLERATED.

If members know that they will be late for any reason whatsoever, they shall contact either the Artistic Director or Producer only and advise of their pending late attendance.

Notwithstanding the above, consistent late coming will neither be tolerated. In such circumstances, the member will be asked to consider giving up his/her role to another person. The replaced member will however be allowed to participate in other productions once they have addressed the issue of punctuality.

POLICY GUIDELINES (CONT'D)

Special consideration shall be extended to those members with justifiable situations that do not allow them to be punctual at practice sessions. The Artistic Director and Producer shall address such instances on an individual case by case basis.

H. REFRESHMENTS

Light refreshments will be provided by the organization at all practice sessions. Notwithstanding, members shall walk with a light snack in the event that the organization is unable to provide refreshments due to insufficient or lack of funds thereof. Members shall be advised in advance of such instances prior to the next scheduled practice session/s.

I. SUPPLY & USE OF COSTUMES

1. All costumes provided by I AM Productions to its members shall remain the sole property of the organization unless otherwise advised by Management.
2. Costumes will be provided free of charge to members who participate in productions staged only by I AM Productions.

POLICY GUIDELINES (CONT'D)

3. Costumes shall not be loaned or rented to individuals, groups or other organizations. Assistance can however be rendered (if requested) to those persons who are seriously desirous in obtaining their own costumes.
4. Should the organization at any time not be in a position to provide a costume/s to a member/s, the member/s would be asked to off-set the cost of such in the interim (if possible), which will then be refunded by I AM Productions at an agreed predetermined date.
5. Once a member/s is/are refunded by the organization for monies expended in acquiring his/her costume/s; the said costume/s will then become the sole property of I AM Productions.

J. ADDITIONAL PRODUCTION SERVICES

The organization shall pay for additional services outside of the mandatory professional and technical services that are required in the lead up to and on production days. These services are but not limited to: make up, washing and ironing, stage hands (*preferably persons with experience in this area will be considered*), general assistance helpers etc. Members who wish to render their assistance in these or other areas are welcome to do so.

POLICY GUIDELINES (CONT'D)

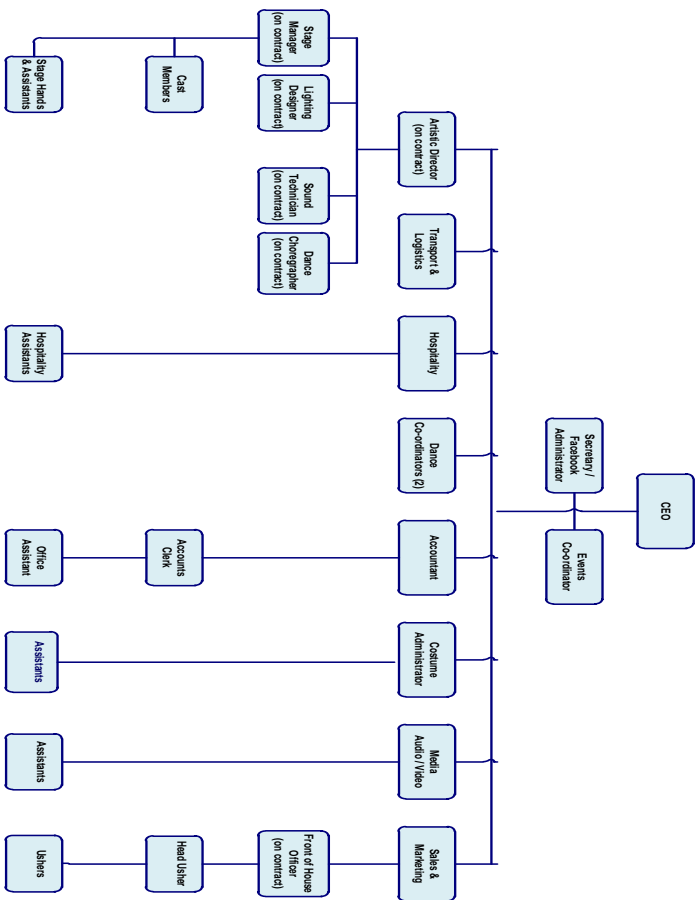
Notwithstanding, if there is a reasonable surplus remaining after the clearing of all production expenses, a one-time stipend will be paid to each participating volunteer in the respective production year.

K. SCRIPTS

All scripts written and produced by I AM Productions remains the property of the organization. Members to whom scripts are entrusted to shall return the said scripts to the organization within 7 days after the final production day.

Scripts shall not be copied, emailed to other persons/organizations, duplicated or replicated in any form or fashion unless expressly authorized in writing by the CEO of I AM Productions.

4. ORGANIZATION CHART



5. ADDITIONAL INFORMATION

5.1 WEBSITE

Our website provides information that is tailored to answer almost any question that potential applicants may have in mind. For ease of reference, we have listed the names of all our web pages on page 17 of this handbook.

When you visit our site, we highly recommend that you view the following first, so as to gain a better understanding of the vision and purpose of I AM Productions.

- [About the Founder](#)
- [About Us](#)
- [Vision from Heaven](#)

5.2 BUY COSTUMES

I AM Productions has amassed a large inventory of costumes and props over the many years of theater ministry. All costumes have been laundered and can be purchased at a very competitive price by persons desiring to do so. Whether you want to purchase **used** or **new** costumes for your event, I AM Productions is the best option on cost and quality. Just click on the [buy costumes](#) tab on our website to view what we have to offer.

For more details, please contact Earl Bagot at (868) 724 6645.

6. ON-LINE ADDRESSES

WEBSITE

www.iamproductionstt.com

REGISTRATION

www.iamproductionstt.com/registration

EMAIL

iamproductionstt@gmail.com

or

iamprod03@yahoo.com

FACEBOOK

www.facebook.com/IAmProductions

7. WEBSITE CONTENT LISTING

- ✓ Welcome to I AM Productions
- ✓ About the Founder
- ✓ Vision from Heaven
- ✓ About Us
- ✓ Management Team
- ✓ The Cast
- ✓ Our Policies
- ✓ Media Gallery (photos & videos)
- ✓ Production Milestones
- ✓ Production Reviews
- ✓ Tickets
- ✓ Registration (*an online copy of handbook is available*)
- ✓ Contact Us
- ✓ Archives
- ✓ News & Events
- ✓ Buy Costumes

8. THE MANAGEMENT TEAM

- ✓ Chief Executive Officer (Chairman)
- ✓ Dance Coordinators (2)
- ✓ Events Coordinator
- ✓ Hospitality Officer
- ✓ Transport & Logistics Officer
- ✓ Promotions & Media Officer
- ✓ Accountant
- ✓ Accounts Clerk



9. GRIEVANCE OFFICERS

Generally, most individuals do not speak openly about issues that personally affect them and would rather confide in one or more individuals within the organization whom they trust.

I AM Productions understands that there will be instances of misunderstandings among members from time to time, however, it is noted that if such issues were to escalate and left unaddressed, it can potentially create an atmosphere of uneasiness and discomfort for the rest of the membership.

For this purpose, the positions of **Hospitality Officer** and **Events Coordinator** will, in addition to their substantive roles, function as Grievance Officers within the organization. Both Grievance Officers will report the concerns expressed to them by the member/s which in turn shall be confidentially discussed and addressed on a case by case basis with the rest of the Management Team members.

10. AUDITIONS

Auditions are open to all I AM members who may wish to try out for any theatrical production role/s as announced or advertised by the organization.

The opportunity to audition is also extended to potential members whose desire it is to take part in the production. These persons, once successful, would be required to fill out a Membership Application Form prior to joining the cast.

Notification on the outcome of auditions will be communicated to all persons within 7 days after the audition date; however, this timeframe can be shorter depending on the role.

Notwithstanding the above, the Producer and or Artistic Director can directly assign persons (without auditioning); who in their best judgment fits a specific role or position.

11. MY DAILY PRAYER

Lord Jesus, I cancel every plot, plan, scheme and assignment the enemy has devised against me in the Matchless Name of **JESUS** and I declare: **NO WEAPON FORMED AGAINST ME SHALL PROSPER.**

I speak life into every dead situation and I thank you that nothing is over until **YOU** say it's over!

I speak prophetically into my life and to my situations.

My household is blessed;
My health is blessed;
My marriage is blessed;
My finances are blessed;
My businesses are blessed;
My job is blessed;
My children are blessed;
My grandchildren are blessed;

My parents are blessed;
My siblings are blessed;
My ministry is blessed;
And my decisions are blessed;
Mortgages are paid and debts supernaturally cancelled;
My hearts' desires are on the way; according to
YOUR perfect will, plan and purpose for my life.

IN JESUS NAME

AMEN

12. MY PERSONAL NOTES



MY PERSONAL NOTES



MY PERSONAL NOTES



MY PERSONAL NOTES

