

MUSIC TEAM GUIDELINES

A .Music Team leader duties:

1. Coordination with team members:

1. Hand over the (a) **song list** with chords
(b) **Link of songs** by WhatsApp or mail

This should be done maximum by Sunday before their turn, so that the musicians and singers have time to get familiar with the songs and music by Tuesday before they arrive for the practice.

2. **Decide on date, time, and place (one of the homes) of the practice** on the Friday before their turn. Being there for the practice is mandatory .Make sure you have all the team members' numbers and email ids. If not please refer to the attachment with contact details. For all practical purposes Tuesday evening would be set apart as day for practices and music team members are expected to hold that evening free especially on the week before their turn.

3. On the practice day, run through the songs and decide the pitches and do **note down the final cues** on repeat chorus, verse again, interlude, prelude etc. and make sure all team members have song list with all marked out.

PS: Team members can suggest songs and pitches, but please consider that the leader's songs and pitches will be final as they need to be comfortable leading them.

2. Coordination with PowerPoint team:

1. Send the PowerPoint team the song list with lyrics, **as a word file by mail** latest by Wednesday.
2. Please also inform those details with regard to repeat chorus, medley, order of songs, etc.
3. Do check on the power point made and inform them duly if any changes incorporated during practices.
4. Once power point is complete, check if that is the final version, with respect to words and changes incorporated on Friday or earlier.

3. Coordination with Pastors:

1. Check if there needs to be an offertory song, closing song, and if communion song and plan accordingly. Usually Total worship time in the service-30 minutes.
2. Check out if any special events like family day, traditional or theme Fridays, wherein songs related to the theme need to be incorporated.

PS: The song before the message atleast should be close to the theme for the day as suggested by Pastor Dell.

B. PowerPoint team duties:

1. Coordinate with worship leader and get **the exact lyrics of the songs** decided, to avoid confusion (as downloading them from the net may have different words or extra verses etc.)
2. Follow the CIC worship team WhatsApp group closely for cues from the worship leader regarding addition of songs or any changes in song list.

3. Should check mail/WhatsApp for that week's song list and lyrics and if not received by Wednesday evening, promptly inform the worship coordinator regarding the same.
4. Get the **correct order** of the songs-chorus, verses etc priorly and practice with the PowerPoint to accommodate any quick changes.
5. Come early to help with set up of the laptop , PowerPoint check with worship leader, Pastor, etc. and have a run through of practice of any audio /video clips on Friday morning.
6. **Mail the PowerPoint to the worship leader, Pastor Dell and Worship coordinator** on completion as then there will be stronger backup in case of unforeseen circumstances.
7. Let me know if any dates unavailable in advance for alternate arrangements to be made.

C. Sound Team duties:

1. Be at church by 8:00 AM to help with the set up.
2. Be open to suggestions of the worship team/Pastor and check for their approval with respect to monitor, feedback, volume of parts, instruments, etc.
3. Any issues or difference of opinion regarding adjustments during sound check to be referred to Pastor Dell, who is in-charge of the sound team and an expert at technical support.
4. Sit at the mixer throughout the service in case of any required readjustments during service.
5. Should work In coordination with PowerPoint person for the audio/video tracks being played during service
6. Should have a complete knowledge of the sound setup and read up or ask for help from Pastor Dell of the aspects unaware.
7. Should have an overall account of the number of mikes, mike stands, Boss speakers, monitor, and required cables.
8. Sound team should also help out and ensure safe returning of the equipment to the store room after the service.

D. New Member requirements:

1. Contact Music team coordinator and give phone number and email for any communication
2. Attend minimum of 2 practices before being put on schedule. If musician, can play for couple of songs during practice sessions with team to familiarize and get acquainted with the team.
3. Should be a member of CIC or have attended CIC for a certain period of time as decided by the Pastors.

MUSIC TEAM MAIN GUIDELINES

- Check for mails and WhatsApp messages with any worship related communication and do reply acknowledging receipt of mails. Even if it's just a "yes' or 'ok'

- As a mark of discipline for the worship team and enhancement of decency and order in rendering good quality music, it is decided and agreed upon that if worship team member cannot make it for the practice that week can refrain from playing or singing that particular week.
- If it is the worship leader who has encountered difficulty in being available for practice due to unforeseen circumstances can request for swap with another worship leader or decide with rest of team what suits best.
- Listen to the links and practice songs and chords and beats before the practice and final day.
- On the day of leading, come by 9 to check on setup of instruments, sound check, especially if parts are being sung.
- Come prayerfully to lead people into Gods presence. **More prayer, More power.**
- Check out the '**CIC Music team songs pool**', which necessarily comprises of around 20 songs that the worship teams would sing on regular basis for 3 months following date of release .This would enhance effective worship and familiarity of the congregation to these songs .This would also help the instrumentalists who would have chord sheets ready and also the PowerPoint team as ppt presentations would also be done.
- Worship leaders as led by the Spirit, could share **short** exhortations or reading theme/song related verses from the bible which would enhance connection with the congregation and encourage them to sing.
- Your role is vital and important and **if unable to come** on a certain day, due to unforeseen circumstances to promptly **inform** me earlier and one of the pastors so that alternate arrangements can be made. .
- Inform me if any dates you are unavailable and your summer holiday dates. So we can start planning in advance for the summer.
- **Your participation and attendance is appreciated and encouraged in every worship service, irrespective of whether scheduled on music team or not and/ (or) of CIC membership.**
- In case of any Worship/worship team related suggestions, comments, criticisms, issues to directly address them to worship coordinator first, (rather than someone outside the worship team) and I can take it up to the Pastor and we can work them out together.
- Get to know others in the worship team and media team (I.e. sound and PowerPoint).
- Let's build, encourage, and support each other as a team in prayer during the week, so we can together see Jesus lifted high.