

My Church Worship Team Handbook: Expectations for Preparation

Why We Prepare

Our primary purpose is to worship God and help others worship God.

We do this in four ways:

1. We minister to the Lord through worship (Deuteronomy 10:8)
2. We carry the presence of God (1 Peter 2:9; Deuteronomy 10:8-9; Colossians 1:27)
3. We create a place for people to meet with God:
 - We enhance our environment visually and musically
 - We eliminate distractions
4. We model worship & teach others to worship

This requires preparation.

Our Philosophy of Preparation

- ***Preparation is required for the Biblical mandate of skilled musicianship in worship.***
Psalm 33:3; 1 Chronicles 15:22; 25:7
- ***Preparation itself is an act of worship.*** It is time, talent and energy given to preparing to serve God and His people. (Living sacrifice – Romans 12:1)
- ***Preparation allows freedom in worship.*** We can be expressive and spontaneous in worship if we are prepared, both individually and as a team.
- ***Preparation requires both personal and relational investments: PRACTICE IS PERSONAL; REHEARSAL IS RELATIONAL.***
 - ***Practice is personal.*** Each musician and tech needs to learn his/her part before rehearsal. It is an investment both for the worship service and the rehearsal.
 - ***Rehearsal is relational.*** Rehearsal is about the team. It is our time together to shape the songs, rehearse the flow of the service, and grow together as a team. If I come unprepared (or don't attend at all), I affect the whole team as well as the worship service on Sunday.

Preparation Terms Defined

Here are the terms we use as we talk about preparation:

Practice

Practice is the personal preparation you put into learning your part and your role in the worship gathering.

Rehearsal

Rehearsal is a relational time of joining the pieces of the songs together and connecting the songs into a worship flow.

Sound Check

Sound Check is the time we take to make sure all the parts of the sound system are working, as well as getting the monitors and the house mixed.

Run-Through

Run-Through is more than just a warm-up. It's our time to musically and emotionally prepare to lead worship through music. Our posture and attitude during the run-throughs should be the same as it will be during the worship service.

Start Time

Start Time really means "Ready to Play" time. Arrive early enough to be ready to play by the posted start time.

Personal Development

Personal Development is the ongoing, personal commitment to get better as a musician or tech. It happens through practice, lessons, training events & other ways you invest in deepening your skill.

Personal Practice Expectations

Please begin learning your songs early in the week to allow enough time to be prepared by rehearsal. Take time to review the songs within 24 hours of rehearsal and again within 24 hours of services. This will help you come into rehearsal and services with the song still fresh.

What Prepared Looks Like:

To help clarify what prepared looks like for rehearsals and services, please refer to the Practice Matters Module 2 video training, "How Prepared is Prepared" to understand our "practice numbers." It helps us put the learning continuum into our context of learning and know songs.

Based on that training video, here are expectations for personal practice:

PRACTICE BY NUMBERS

1

2

3

4

5

LEARNING	KNOWING	MASTERY
CONSCIOUS INCOMPETENCE	CONSCIOUS INCOMPETENCE	UNCONSCIOUS INCOMPETENCE
"I know that I don't know it."	"I know it but I'm still thinking about it."	"I know it, and I'm not thinking about it."

Preparing for Rehearsal:

Prepare songs to at least a level 3 by rehearsal. If you're still learning the basics of the song during rehearsal, you aren't contributing your part to the whole.

Preparation for rehearsal should include understanding the song form, reading through the rehearsal notes (in the PCO Services app), and listening to the song multiple times.

Preparing for Services:

Prepare songs to a level 4 or 5 by Sunday. The more freedom you have to play and sing your songs without thinking about the mechanics, the more freedom you will have to worship and lead others in worship.

Rehearsal Expectations

1. Rehearsals are mandatory.

Unavailable for rehearsal means *unavailable for Sunday*. If you cannot make rehearsal, please discuss the options below with {ministry leader} or your team leader:

- Find an appropriate replacement. Please notify {ministry leader} (and your team leader, if it's the week of) about the replacement.
- Be approved by the team leader to miss rehearsal and still serve on Sunday (which may require the next point). Rehearsal absence is usually only approved in cases where there are no other alternatives.
- Meet with {ministry leader} or the team leader before Sunday to work on your part if he or the other leader feel it's necessary.

2. Rehearsals are {day} at {time}.

They last for about {length of time or range}. Sometimes we will divide and stagger the vocal team to run separate rehearsals. Please note the rehearsal times are listed in PCO Services App.

3. Be ready to go at start time.

You need to be ready to rehearse at the posted start time of rehearsals. This requires coming in before start time to set up gear, get music, etc.

4. Notify worship leader of any overlapping time commitments. Please discuss with your worship leader prior to rehearsal if you need to arrive late to rehearsal or leave early for any reason.

5. Rehearsal Changes

- We only change rehearsals times if there is a holiday or some other unavoidable conflict falls on {your rehearsal night}.
- We will notify you as far ahead as possible if rehearsal time or night changes.
- If there are any rehearsal changes made the week of your scheduled Sunday, you will not lose your spot on Sunday if you cannot make the rescheduled rehearsal time.

Commitment To Preparation

As a part of the worship team, you are committing to the following:

On your scheduled week:

- Commit to listen and learn the songs at least 24 hours prior to the rehearsal.
- Attend and participate fully in the rehearsal, sound-check and run-through.
 - Arrive early enough to be *ready to play* at posted start time.
 - Print your charts ahead of time, or come early to get charts from the folder.
 - Mark your charts for changes, dynamics, problem areas, etc.
 - If using an iPad/tablet for your music, please pre-load your Music Stand App charts at home. The church guest wifi can be sketchy.
- After rehearsal, commit to practice all the songs within 24 hours of the Sunday service.
- Arrive with enough time to complete any set-up before Sunday morning sound check and run-through.

Monthly:

Commit at least one to two hours per month to personal development. Here are some suggestions:

- Read an article on your instrument
- Watch a YouTube or WorshipWorkshop.com training

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- Meet with a more experienced player/singer for mentoring
- Invest in short-term private lessons or coaching sessions to learn a specific skill

Yearly:

Commit to attending one skill development workshop or seminar.

Accountability

Commitment to serve in this worship ministry means commitment to these expectations for preparation.

These expectations are for team members and leaders alike. As a team, we need to hold each other accountable to these standards. But we do so with love—giving grace and assuming the best in others, while not shying away from crucial conversations where we need to speak truth.

This document gives us a common standard to work towards, and to encourage each other to work towards.

Agreement

I have read and agree with these expectations.

I am willing to be held accountable to these expectations by my leaders and team members.

I will also hold my leaders and team members accountable to these expectations.

I will practice accountability (giving and receiving) with grace and understanding.

Sign:

Date: