

# WORSHIP

*\* The purpose of this manual is to provide a clear and specific guide to guarantee the optimal operation and development of the department, in order to serve as an instrument of support and institutional improvement.*

## **PURPOSE**

The vision of the worship team is to empower each team member to use their God-given gifts and to help connect people to God through worship. Our desire is for our church to be a worshipping church, where people respond to the presence of God as we lead them in worship. Serving on the worship team supports our values of **SERVE** and **CONNECT** and is an extension of Word of Life.

## **SERVE TEAM OPPORTUNITIES:**

- **Word of Life Choir:** The choir sings for special occasions.
- **Adult Auditorium:** This campus is streamed to our online audience, and holds 1,000-1,500 in attendance each weekend in person. Services are held in the Phase 2 auditorium every Sunday at 10 and 11:30AM.
- **Healing School:** This experience is for people of all ages to hear about faith and healing. Services are every Sunday at 8:30AM and there are 20-50 people in attendance each week.
- **MMTM:** This experience is for high school-aged teenagers to gather and worship on Wednesdays at 7PM.
- **Young Adults:** This service is for the young adult audience to come for a night of prayer and worship through our Fondren Campus. These events vary by month.

## **POLICIES & PROCEDURES**

- **Worship Team Process**
    - **Form:** Requests to join the team start with auditions. Members can sign up at [thelife.cc/auditions](http://thelife.cc/auditions). This form will give us basic information about you.
    - **Meet and Greet:** After filling out the form we will contact you for a meet and greet. This will take place at a coffee shop or over lunch where we can learn more about you.
    - **Live Auditions:** After the meeting, we will set up an audition day and time. We will provide a song for you to sing and several key choices that are most comfortable for you.
    - **Feedback:** After the audition, we will give you feedback and provide any necessary resources. After a successful audition, you will be given a complete worship team manual, a Planning Center invite, and other resources. You will also be given a tour of the stage, the creative suite (our rehearsal area), and other worship venues.
    - **NEXT Class:** The new team member will attend a NEXT Class where they will learn the vision and values of the church.
    - **Rehearsals:** The following Thursday, you will be asked to come to rehearsal and sit in. At the rehearsal, you will be able to see how the rehearsals are held and also meet some of the members of the team. You will come to a second and third rehearsal to train on equipment and then you will be placed on the schedule to sing in one of our worship venues.
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**- Planning Center Online**

- Our main source of communication and scheduling is Planning Center Online (PCO)
- Schedules are sent by email and text from the PCO app to let you know you are scheduled for upcoming services. This includes service dates, service times, rehearsal dates, and rehearsal times.
- Please respond within two days of receiving your invitation to let us know your availability.
- When declining, please note the reason why you are unable to come. This helps us figure out the best weeks to schedule you.
- You may use block-out dates ahead of time so we know and see what days you are out of town or not available to serve.
- Campus schedulers plan and send out the schedule through PCO one month in advance. *Note: Schedulers try to fit every team member in the rotation at least one Sunday per month. Some team members will be rotated in the schedule more frequently based on need/availability.*
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- Every volunteer scheduled has access to PCO in order to see all vocal parts, vocal assignments, band parts, multitracks, etc.
- Songs are chosen by the song leaders assigned for the upcoming month. They are picked at least three weeks in advance and the songs are considered based on the series and the season our church is in.
- Song suggestions are welcome from any team member and may be given to any leader for consideration.

**- Team Development Days:**

- Development days are when the whole team comes together for training. Development Days occur twice a year and will be announced one month in advance. Topics include stage presence, how to adjust your in-ear mix, blending, diction, how to hold your microphone, etc.

**- Team Expectations****- Be Prepared**

- Listen to and get to know the music you will be playing or singing.
- All necessary resources will be provided for you to prepare for the services.
- Take time before rehearsal to learn your parts and come prepared.
- If there is anything that is not provided, it is the responsibility of the volunteer to ask for additional resources ahead of time.

**- Be Professional**

- Arrive for services and rehearsals in enough time to put on gear, tune instruments, and be on stage by the start time.
  - During rehearsals and huddles, give full attention to the direction being given.
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- Word of Life aims to be your church, not your chance. We aim to provide a place where you can use your gifts to serve others.
  - **Be Humble**
    - Stir up your gifts and work hard on your craft with a good attitude to be the best you can be.
    - Always look and ask for ways you can grow and maintain a humble and teachable spirit.
  - **Be Flexible**
    - There will be times when songs and schedules will have to change. Changes can occur for many reasons. For example: A team member calls in sick or changes in a song set. We try our best not to make last-minute changes however, there are times when this occurs.
    - We ask that all volunteers remain flexible with us. Please know that any changes made are to ensure we will have an excellent service.
    - It is important that volunteers are proficient in their instruments (voices included) in order to cover multiple parts if needed.
  - **Rehearsal / Sound Check Info:**
    - **Schedule**
      - Lakeland Adult Auditorium: Thursdays at 6PM
      - Lakeland Healing School: Thursdays at 6PM
      - Lakeland MMTM (Youth): Tuesdays at 6PM
      - Rehearsal for any Wednesday night service: Tuesday prior at 7PM
    - **Rehearsal/Sound Check**
      - Every rehearsal and sound check begins with a huddle. This is where we take time to worship together as a team and pray over the services.
      - Rehearsal attendance is required for the services you are scheduled for.
      - Attending rehearsal allows us to put together what we have already learned at home.
      - It is important to be on time for rehearsal and sound check so that we are able to hear the information being communicated in order to be on the same page before we begin.
      - All rehearsals last about an hour and thirty minutes to two hours.
      - Sound checks are usually 30-45 minutes.
      - Childcare is provided for all weekend rehearsals.
      - If you are running late to a rehearsal, we ask that you inform a leader.
  - **Dress Code**
    - **Men:**
      - No sweatpants, workout pants, or shorts
      - No flip-flops, camouflage, or any distracting patterns
      - No sleeveless tops
      - Hats are permissible, but we ask that not everyone wear them on the same day.
    - **Women:**
      - Modesty is the guiding principle.
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- No sweatpants, workout pants, or shorts
- No flip flops
- No dresses on stage
- Skinny jeans or leggings must have shirts that reach the bottom of the pants zipper.
- No distracting colors, prints, patterns, or designs
- Ripped jeans are permissible in the knee area only
- Please wear jackets over sleeveless tops or off-shoulder tops

**DEPARTMENT POSITION AND ROLES**

- Worship Pastor
  - Music Director
  - Youth Worship
  - Vocal Director
  - Technical Director
  - FOH Engineer
  - Video Engineer
  - Choir Director
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