

# Heartland 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 watch the video training "Practice by Numbers." It helps us put the learning continuum into our context of learning and know songs.

Watch the short video training, "Practice By Numbers."

Based on the Practice By Numbers training video, here are are expectations for personal practice:

0	1	2	3	4	5
Unconscious Incompetence	Conscious Incompetence		Conscious Competence		Unconscious Competence
(Unknown)	Learning		Knowing		Mastery

### ***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, here are the options:

- Find an appropriate replacement. Please notify Cherri (and your worship leader, if it's the week of) about the replacement.
- Be approved by the worship 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 Jon or the worship leader before Sunday to work on your part if he or the other leader feel it's necessary.

### **2. Rehearsals are Thursdays at 6:30pm.**

They last for about 2 to 2½ hours. 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.

## **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 [WorshipArtistry.com](http://WorshipArtistry.com) training
- 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.

# **Rehearsals and Scheduling**

## **1. *Musician & Tech Schedule***

- The team schedule is always at least one month ahead.
- Please block out your unavailable dates (including Thursdays) for two months ahead by the 20th of the current month. For example, block your March dates out by the 20th of January.
- For a full description of scheduling policies, please see that section of the Worship Team Member Handbook.

## **2. *Schedule Notification***

- You will be notified of service and rehearsal schedules by email generated by our PCO Services app.

## **3. *Rehearsals Day and Time***

- Rehearsals are on Thursday evenings at 6:30pm unless otherwise noted in PCO. You will be notified personally of any rehearsals not occurring on Thursday evening.
- Rehearsals are for scheduled team members. You are not required to attend rehearsals other than for the services for which you're scheduled.

## **4. *Rehearsal Changes***

- We only change rehearsals times if there is a holiday or some other unavoidable conflict falls on a Thursday.
- 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.

# **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.