

Highland Mennonite Brethren Church Ministry Manual - UPREACH Worship Team Guidelines

The Worship Teams at Highland Mennonite Brethren Church (“Highland Church”) lead the congregation in worship - not just in singing - as we come into the presence of the living God and experience God with us.

1. WORSHIP TEAM CONFIGURATION (IN 2019/20)

We have 4 distinct Worship Teams (“WT”) which take turns leading worship on Sundays. These are named after their Worship Leader (“WL”) and scheduled on a monthly rotation as follows:

- Week 1 – *Dueck Team*;
- Week 2 – *Hoffman Team*;
- Week 3 – *Henderson Team*;
- Week 4 – *Reimer Team*; and
- Week 5 (4 times a year) – *Teams take turns*.

If a WT is unable to lead on their scheduled Sunday, the WLs trade as needed and inform their WT members, the UPreach Coordinator, and the Church Office of the switch.

2. WORSHIP TEAMS LEADER RESPONSIBILITIES (VACANT IN 2019/20)

The Worship Teams Leader (“WTL”) liaises between the UPreach Coordinator and WLs.

2.1. Support & Collaboration

- Discern the number of WTs and find WLs as needed;
- Assist WLs in finding members for their WTs;
- Provide ongoing feedback and updates to the WLs;
- Pray for the WLs and WTs;
- Provide a learning opportunity for WTs (*e.g., in-house workshop, Sharpen Conference in Calgary, Levite Summit in Red Deer, One Conference in Edmonton*) once a year;
- Review and make plans for the WT ministry with the WLs and Associate Pastor at least once a year; and
- Report to and receive support from the UPreach Coordinator as required.

2.2. Administration

- Plan annual WT budget and submit it to the UPreach Coordinator by the end of February;

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- Create a WT summer schedule (from Father's Day to Labour Day) in collaboration with WLS and submit it to the Church Office by the end of May;
- Monitor the upkeep of church-owned instruments (i.e., Sanctuary grand piano, Fellowship Hall piano, keyboard, drum set, congas, djembes, other drums, and small percussion accessories) in cooperation with people who use them; and
- Review and revise these Worship Team Guidelines as required.

3. WORSHIP LEADER RESPONSIBILITIES

WLS oversee their WTs, prepare worship sets for their scheduled Sunday each month, and are accountable to the WTL within the UPreach Core Ministry.

3.1. *Early in the week*

- Confirm participation of WT Members and inform Church Office of any adjustments in regularly scheduled WT Members and roles;
- Check sermon theme: The Pastor often e-mails teaching series themes ahead of time and the Church Office strives to put sermon topics and scripture passages on Highland Church's cloud-based WorshipPlanning platform for each week;
- Check with the Church Office whether there are out-of-the-ordinary components (e.g. Communion, Choir, Guest Speaker);
- Check number of songs, number of sets, and specific song requests with the Church Office (the event flow on WorshipPlanning is updated after the weekly Staff meeting on Wednesdays, but may still be adjusted before being finalized on Friday);
- Choose songs (see 3.1.1. below) and prepare your music binder; and
- Practice at home, confirming your part, intros, outros, and transitions.

3.1.1. Choosing Songs

Each Sunday, Highland Church sings both newer worship songs and timeless hymns. We sing songs to express thanksgiving, praise and adoration, pain and brokenness, repentance, as well as songs that simply declare who God is. We sing songs that have the potential to engage people new to the Christian faith and our church as well as those who have attended church all their lives.

- Select some songs to serve as a call to worship;
- Select some songs that align with the sermon theme, both to prepare for and to respond to the teaching;
- Select 1-2 hymns from our *Worship Together* hymnal (make sure that the lyrics align, as they often vary on CCLI);

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- For Communion, you may play instrumentals or lead the congregation in singing songs during the serving of the elements; and
- Participate in repeating newly introduced songs 2-3 Sundays in a row.

3.1.2. Life Cycle Stages

Highland Church's songs are categorized into Life Cycle Stages on WP:

- Consideration – suggested songs not yet done by any WT, awaiting approval by Pastor(s), UPreach Coordinator, and Worship Leaders;
- Rehearsal – approved by the Pastor(s), UPreach Coordinator, and WLS; already introduced by one or more WTs; not yet adopted by all WTs;
- Special – all hymns in the public domain and songs that we sing mostly at Christmas, Easter, Communion;
- Active – written in the last 10 years or often chosen in the past year;
- Retire Soon – older than 10 years or rarely chosen in the past year;
- Retired – old; never chosen in the past year; not approved by the Pastor(s), UPreach Coordinator, and WLS; or special music; and
- Not Specified – none.

3.1.3. To view all songs in a particular Life Cycle Stage:

- Log into WP;
- Select “Songs” under the “Library” drop-down menu;
- Ensure that the “Life Cycle” is selected on the “View” drop-down menu of the Songs Library;
- Click “Songbooks/Advanced Filters” to set the desired “Song Life-Cycle Stages” filter;
- Be sure to clear filters to resume viewing all songs.

3.1.4. Top Songs

It is helpful for the Pastor(s), the UPreach Coordinator, the WTL, and WLS to periodically review the songs Highland Church sings most often:

- Log into WP;
- Select “Songs” under the “Library” drop-down menu;
- Select “Usage Stats”;
- Select the “Number of Top Songs” you wish to see;
- Select the time period you wish to view from the “Between Dates” drop-down menu;

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- Choose “All Locations” from the “At Location(s)” drop-down menu; and
- Click the blue “Update Stats” button.

3.2. Introducing New Songs

Before introducing a new song, the Pastor(s), UPreach Coordinator, and all WLs review it to ensure that it is aligned with Mennonite Brethren theology, suitable for our congregation, and considered worth the investment to learn.

3.2.1. Approval Process

- Add your new song suggestion in WP (the Church Office can assist you):
 - <https://support.worshipplanning.com/hc/en-us/articles/213320726-Adding-SongSelect-Songs-to-Library>
 - Categorize the Life Cycle Stage as “Consideration”;
 - Add lyrics, charts, and links as able;
- E-mail Pastor(s), UPreach Coordinator, and other WLs to review song;
- Await replies from Pastor(s), UPreach Coordinator, and WLs;
- Set the Life Cycle Stage as determined by this process:
 - If the song is aligned with MB theology, suitable for our congregation, and considered worth the investment to learn by all WLs, it is categorized “Rehearsal” and may be introduced;
 - If the song is aligned with MB theology and suitable for our congregation, but not considered worth the investment to learn by all WLs, it is categorized “Retired”, although a WL could consider singing it as a special number with their WT;
 - If the song is not aligned with MB theology and unsuitable for our congregation, it is categorized “Retired” and will not be sung at Highland Church.
- When a new song is introduced, it is helpful for other WTs to learn it and lead it in the weeks following its introduction to help our congregation become familiar with it.

3.3. Midweek

- On Tuesday evening or Wednesday morning at the latest, enter songs on WP:
 - <https://support.worshipplanning.com/hc/en-us/articles/213321106-Adding-Songs-to-Worship-Flows>;
- Respond to your WP assignment notification from the Church Office;

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- Schedule a WT rehearsal, checking availability of the Sanctuary with the Church Office unless rehearsing off-site;
- Hold the scheduled WT rehearsal to prepare for the worship service and to learn new songs; and
- Pray with and for your WT.

3.4. At the end of the week

- By Thursday evening or Friday morning at 9 a.m. at the latest, edit song maps in Sunday's event flow on WP:
 - Song map sample: V1 V2 PC C1 V3 PC C1 B C2 E = Verse 1, Verse 2, Pre-Chorus, Chorus 1, Verse 3, Pre-Chorus, Chorus 1, Bridge, Chorus 2, Ending;
- Plan what you will say (include scripture or prayer, if you wish); and
- By Saturday afternoon at the latest, inform Sound Tech of WT configuration and stage set-up (you may enter the stage set-up in WP).

3.5. Before the worship service

- Bring your prepared music binder and instrument;
- Set up your instrument, instrument stand, and music stand;
- Store instrument carrier bags/cases out of sight;
- Take printed event flows from bulletin board to the left of the mail folders and distribute these to WT members;
- At 9 a.m., begin WT sound-check:
 - Follow Sound Tech's instructions,
 - Confirm what was practiced at rehearsal, making adjustments as needed;
- At 10 a.m. sharp, conclude WT warm-up to allow the Service Leader to meet with Pastor/Speaker, WT Members, Sound Tech, Media Tech, Head Usher, and any other Sunday morning team members to go over the event flow and pray together; and
- Confirm song maps with Media Tech.

3.6. During the worship service

- Follow the event flow carefully;
- Listen for and respond to prompts by Service Leader or Preacher;

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- Engage congregants by looking friendly and making eye contact when appropriate; and
- Pay attention to promptings by the Holy Spirit.

3.7. After the worship service

- Help put away mics, mic stands, music stands, guitar stands, and monitors;
- Tidy, cover, store, or pack up and take home your instrument as required; and
- Take home your music binder.

4. WORSHIP TEAM MEMBER RESPONSIBILITIES

4.1. During the week

- Respond to your WP assignment notification from the Church Office;
- Organize your music binder, check your instrument;
- Come prepared and be on time for WT rehearsal; and
- Practice at home, confirming your part, intros, outros, and transitions.

4.2. Before the worship service

- Bring your prepared music binder and instrument;
- Set up your instrument, instrument stand, and music stand;
- Store instrument carrier bags/cases out of sight;
- At 9 a.m. be ready to begin the WT sound-check; and
- Follow the Sound Tech's and your Worship Leader's instructions.

4.3. During the worship service on your scheduled Sunday

- Follow the event flow;
- Listen for and respond to prompts by Service Leader or Preacher;
- Follow your Worship Leader;
- Engage congregants by looking friendly and making eye contact as appropriate.

4.4. After the worship service

- Help put away mics, mic stands, music stands, guitar stands, and monitors;
- Tidy, cover, store, or pack up and take home your instrument as required; and
- Take home your music binder.

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5. CHURCH OFFICE RESPONSIBILITY

5.1. *Renew the following as required*

- Christian Copyright Licensing International (“CCLI”) – incl. SongSelect, annually in July;
- EasyWorship (“EW”) projection software – as updates are released, only major upgrades require payment;
- SongSelect (“SS”) song database – as part of CCLI, annually in July; and
- WorshipPlanning (“WP”) cloud-based platform – annually in October.

5.2. *Prepare new song file folders*

- Label a file folder with the song title and the last name of the song writer(s);
- Find the best key for our congregation in SS;
- Print the following and mark them as originals with coloured dots;
 - Lyric Sheet – Yellow (lyrics downloaded from SS from within EW and WP; formatted and printed in EW; formatted to match EW in WP);
 - Chord Sheet – Green (words, guitar chords downloaded from SS);
 - Lead Sheet – Red (words, melody, guitar chords downloaded from SS);
 - Vocal Sheet – Blue (words, harmony, guitar chords downloaded from SS);
- Ensure that marked originals always remain in the song file folder and copies are made when needed; and
- Check CCLI Activity periodically to make sure Highland Church is not exceeding our annual limit of 200 unique songs.

5.3. *Add new songs to WP Songs Library*

- Find the best key for our congregation in SS;
- Download the .pdfs of the Chord Sheet, Lead Sheet, and Vocal Sheet;
- Log in to WP;
- Select “Songs” from the “Library” drop-down menu;
- Choose “Import” from far right menu;
- Begin entering the song title and “Import” it from the drop-down menu;
- Clicking the “green pencil icon” to edit the song;

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- Complete the information under the “General” tab – at the very least, the “Default Key”, “Life Cycle” and “Stream Web Address” (copy and paste the official or most suitable version of the song from [youtube](#));
- Under “Files” tab, drop Chord Sheet, Lead Sheet, and Vocal Sheet .pdfs into the “Drag New Files Here To Upload” area;
- Ignore “Songbooks” tab, unless the song is found in our hymnals;
- Under “Lyrics” tab, sync lyrics with SS, edit lyrics to match EW formatting;
- Under “Song Map” tab, create default song map (most often based on official recording of song); and
- Click “Save”.

5.4. Prepare new songs on Easy Worship

- Follow the instructions found at <https://support.easyworship.com/support/solutions/articles/8580-adding-and-editing-songs>
- For Highland Church purposes format the song as follows:
- Default Settings
 - turn text-wrapping off to avoid strange phrasing
 - capitalize the first word in each line
- Song
 - capitalize nouns and pronouns that in essence mean One of the three Persons of the Trinity (e.g., Father, Son, Holy Spirit, He, His, Him, You, Yours, Saviour, Healer, King)
 - break song into sections: 4 lines of text are ideal; do not exceed 6 lines;

5.5. Each week

- Return lyric sheets from media tech binder to song file folders, then file folders;
- Get WT details from WL, then send out Sunday assignment notifications via WP;
- Liaise between the Pastor and the WL to plan worship sets within the event flow, ensuring that these are correctly entered in WP;
- Pull song file folders and file lyric sheets in media tech binder according to event flow, then leave song file folders on top of cabinet;
- Insert lyrics in current EW schedule according to event flow.