



MUSIC MINISTRIES



Heritage
Baptist Church

Music Ministries Manual

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Distribution Guidelines

The Music Ministry will print the necessary pages for each “customized” packet for any volunteer currently serving or looking to serve.

The entire packet should never be printed for distribution.

WELCOME TO THE MUSIC MINISTRY!

YOU ARE VALUED

Your desire to serve God and volunteer at Heritage is very special to us and we sincerely value your commitment to this ministry area. We know you have busy lives and lots to do, so the fact that you want to join the worship ministry to serve and honor God alongside us means a lot to us.

WE ARE A FUN COMMUNITY

We think we are funny. We laugh a lot. We tease. We kid. We care. Because honestly, leading worship and facilitating learning and growing in services is hard work. There's a lot at stake each weekend. But the weight of the work should always be met with light-heartedness. We work together, laugh together, cry together, and pray together. We are a community. We serve. Sometimes the hours are long. Sometimes we get frustrated. But at the end of the day, we are brothers and sisters and partners in ministry, and our love for Christ and our desire to grow will give us the grace and strength and fun we need to be a team.

WE CAN TRAIN YOU

The worship ministries team is not "one-size fits all." There are some very unique and specific skill sets required in some areas. But we are committed to working with you to explore your potential roles within the team and to helping you find a good fit (even if it's in a different ministry.) We are also committed to training you further in your skill sets and letting you spread your wings into new areas of service.

THE TEAM MENTALITY

In order for this to work, we all need to function as a professional, cohesive team. What does that mean? It means we pray for one another. We honor our commitments and show up on time. We work to keep our hearts focused and our behavior above reproach in every aspect of our lives. We ask for help when we need it. We don't tear down other team members or the church body. We lift one another up when we see they need a hand. Most importantly, we keep our eyes on Christ and we give our best to Him each and every day.

THE MUSIC MINISTRY CORE THEOLOGY/PHILOSOPHY

Participatory worship transcends stylistic and musical preference

Stylistically and theologically, we are pursuing a participatory worship model. Participatory worship focuses on engaging each person in the congregation regardless of their age in active, involved worship through song. This philosophy focuses on utilizing congregationally friendly songs from many different styles, and a worship environment that allows each worshiper to focus solely on Christ and their response to Him.

THE TEAM LEADERS

Senior Pastor	Nathan Smith	nathan@hbclynchburg.com
Worship Pastor	Kevin Haglund	klhaglund@hbclynchburg.com
TechOps Director	Tyler Wilhoit	tyler@hbclynchburg.com
Music Ministry Assistant	Jamie Case	jcase@hbclynchburg.com
Worship Choir Director	Connie Allison	callison@hbclynchburg.com
Pastoral Assistant of Music Ministry	Brian Lee	bdlee@hbclynchburg.com
Interim Worship Leader	Clay Harvey	charvey@hbclynchburg.com

LEADERSHIP PIPELINE (HOW DO I GET INVOLVED?)

The sheer fact that you're reading this indicates that you may be interested in getting involved in the Music Ministry at Heritage. Either that or you're just curious! Depending on which area of the Music Ministry would like to participate in, there may be a slightly different process, but in general, it looks like this:

STEP ONE - LET US KNOW!

If you're interested in finding out more information about the Music Ministry at Heritage, we want to know! There are several of ways to do this: 1) Introduce yourself to a Music Ministry team member after one of our worship services, 2) Fill out an application at hbclynchburg.com/music, 3) Send an email to music@hbclynchburg.com letting us know of your interest, or 4) For the Worship Choir, simply show up at a rehearsal (most Wednesdays at 7:00pm in the Choir Room). It is very helpful if every person interested in joining the Music Ministry would fill out the application at hbclynchburg.com/music.

STEP TWO - CHECK US OUT!

For areas other than the Worship Choir, it is probably best to wait until a member of the Music Ministry team invites you to come observe or participate in a Wednesday evening rehearsal--possibly in conjunction with an audition or training. You will get a pretty good idea of what goes into various roles by observing a Wednesday evening rehearsal. Seasonally, we hold kick off events for the purposes of vision casting and recruiting new members. These are great opportunities to learn more about the Music Ministry!

STEP THREE - AUDITION/TRAINING

For areas other than the Worship Choir, an audition or training will likely be required. We recognize that auditions can be intimidating, but we do our best to make them as painless as possible! Our goal in an audition is to get to know you a little bit and also get an idea of your skill level. A member of the Music Ministry team will contact you to set up the audition and help you know what to expect. In some cases, it may be the decision of the Music Ministry team member(s) that an applicant's skill level may not have developed enough to serve on a regular basis. Should this be the case, the Music Ministry team member(s) conducting the audition will give some advice on how the applicant can improve. After some time and practice another audition may be scheduled.

For Technical Productions, previous experience with production equipment is helpful, but not required. You will receive training on the appropriate technical equipment and also have an opportunity to shadow a more experienced member of the team.

STEP FOUR - Commit

When you feel comfortable, and when we think you are ready, you will be assigned to an area of the Music Ministry Team. You will join the roster in a regular rotation, scheduled through Planning Center. At this point, we will ask you begin **a one-semester commitment** to our team. For Worship Band, Worship Team vocalists, and Technical Productions we ask that you **serve at least once a month**. The Worship Choir is a weekly commitment.

Advanced Training

We are committed to sharpening our volunteers and equipping them with the knowledge and skills necessary to be successful in their roles as worship leaders. Advanced training is available on a case-by-case basis according to need, opportunity, and available resources. From time to time, attendance at local or regional training events may be encouraged for those who are a part of the Music Ministry.

If you would like to sharpen your skills, we encourage you to pursue additional training, lessons and/or mentoring. For more information or suggestions, talk to your Music Ministry team leader.

TEAM MEMBER EXPECTATIONS (ALL POSITIONS)

The commitment level for Music Ministries is often higher than many other ministries. As such, we ask that you respect the commitment of others by strongly adhering to the expectations below. If Music Ministry staff notice that a member is struggling to meet any of these expectations, they may ask the member to temporarily step away from serving with in the Music Ministry and schedule a time to discuss the issue.

We want worship to be simple. Accessible. Singing to God with a sincere heart does not have to or need to be complex. And, music is just a small part of the overall posture of worship. With that said, there is a certain level of preparation, planning, and practice that goes into making each and every worship service simple yet powerful. Because of this, there may be a greater time commitment expected when participating in the Music Ministry than other ministries. This commitment can take on many forms. Here are a few practical expectations:

1. **Spiritual Preparation:** Worship on a platform is the overflow of a lifestyle of worship and a heart that is well-cultivated throughout the week. **Personal spiritual intimacy with Jesus is our FIRST priority.** One hour on a Sunday morning is a mere .6% of a week. If the only time you “worship” is .6% of your week, something is wrong. How can we lead people where we haven’t gone ourselves?
2. **Musical Preparation:** Rehearsals are infinitely smoother when everyone has listened to and practiced the scheduled music. Being prepared also means having any gear or equipment that you intend to use on Sunday with you for practice (lead sheets, chord charts, and MP3s are provided on Planning Center Online). Unless otherwise posted, you are expected to play/sing your part as represented on the MP3, giving special attention to the tonal qualities of each instrument or voice. **For teamwork to happen effectively, we rely on you to play your part accordingly.** If you’re not sure about your particular role for a service, please ask.
3. **Attitude:** When ideas or suggestions are presented and received with a good attitude, the results are monumental for effective team building. If there are technical, musical or miscellaneous complications, keep attitudes positive and morale high. **Be open to the constructive criticism from your Music Ministry team leader.** They are trying to pull out every bit of greatness in you they can find, so be patient and receptive of constructive feedback. If any issues arise between two individuals, the Matthew 18 principle must be followed. Likewise, keeping a teachable attitude to learn and grow individually and as a team is required.
4. **Punctuality:** Everyone’s time is valuable. It is very important that everyone be punctual for rehearsals so that we can use our limited time as efficiently as possible. Arriving early is always a great idea! We are very serious about punctuality. **Being on time shows respect for others.** Tardiness communicates a lack of respect for your colleagues, for HBC, and for the Lord. If an unexpected situation arises and you know you will be late, please communicate as quickly as possible with your Music Ministry team leader.
5. **Dress:** HBC has a very relaxed unofficial “dress code.” However, there are a few basic principles. Shoulders, cleavage, and the mid-section should be completely covered at all times. Skirts are allowed but should come down well below the knee. Shorts of any length or any article of clothing with questionable text or graphics should not be worn. **We want everyone’s focus to be on God. Anything that takes focus off of Him is a hindrance to our ultimate goal.** Should your choice of clothing not meet this standard, you will not be able to participate until it has been resolved. This decision is up to the pastor and/or the worship pastor.
6. **Flexibility:** Your Music Ministry team leader will make every attempt to give adequate notice of schedule or set list changes. While it is not uncommon for these changes to take place, it is only done when necessary. It is recommended that you periodically check back with Planning Center to view any potential changes. Remember, **“Blessed are the flexible for they are not easily broken!”**
7. **Communication:** HBC relies heavily on Planning Center to plan, coordinate, and execute services. **All communication and scheduling happens through this system.** If you know certain dates that you are unavailable, please block out those dates ahead of time to give the Music Ministry staff advance notice when you will be unable to serve. It is equally important to confirm that you are be available for scheduled services by the Tuesday before the weekend you are to serve. Planning Center makes this easy by utilizing your choice of email, Facebook, or their dedicated app available for iPhone and Android. If you need assistance using any of these tools up, please do not hesitate to ask.
8. **Commitment:** There are many opportunities to be involved in many activities, classes, and ministries at Heritage. Often, participating in multiple opportunities can create scheduling conflicts. We desire to have people involved in the Music Ministry who are able to fully commit to the weekly rehearsals, expectations, and time commitments as spelled out in the next section. If you are involved in another

ministry or elective on Wednesday evenings that would inhibit your ability to be fully committed, discuss your availability with the appropriate Music Ministry team leader. **It is always best to fully commit to one or the other than to overcommit to multiple opportunities.** We also recognize that for a particular season, it is healthy to step away from a commitment to focus in another area. For example, a Worship Team vocalist may decide to attend a 12 week elective on a Wednesday evening. During that 12 week time period, they would be considered an inactive member of the Worship Team.

In addition, we realize that some people may have unavoidable vocational commitments on Wednesday evenings. We want to be as flexible as possible while also maintaining a certain level of quality that comes as a result of adequate preparation. **If you have a regular work conflict that interferes with the Wednesday evening rehearsal, discuss this issue with your Music Ministry team leader.** In such cases, the Music Ministry staff reserves the right to decide whether or not this would prohibit regular involvement on the team. If the Music Ministry leadership can count on the member to show up on Sunday morning on time, fully prepared, and confident with his/her part, an exception to mandatory attendance at Wednesday rehearsals will be granted.

WEEKLY SCHEDULE (Suggested Best Practices)

Take a moment to review the schedule below, and get an idea of what serving with Music Ministries at HBC looks like. These are suggested best practices normal weekly schedule for those leading in worship on Sunday.

Monday – Wednesday (3–4 hrs)

- Personally listen to and practice the music for Wednesday rehearsal
- Instrumentalists may want to lookup tutorials available on the Internet to clarify confusing sections of songs

Wednesday Night (1.5-2 hrs) (ALL TIMES ARE MANDATORY *with limited exceptions*) September - December 2017

- Arrival and setup of equipment, as needed (6:30pm - 7:00pm)
- Separate Rehearsals (7:00-7:45pm)
 - Band/Instrumentalists - Worship Center
 - Worship Choir & Worship Team - Choir Room
- Combined Rehearsal in Worship Center (7:45-8:15pm)

Beginning January 2018

In order to have adequate time for rehearsal and build community within our Music Ministry teams, we are proposing several adjustments to our Wednesday night rehearsal schedule.

- Arrival and setup of equipment, as needed (6:15pm - 6:45pm)
- Separate Rehearsals
 - Worship Team Vocalists in choir room (6:30-7:00pm)
 - Band/Instrumentalists in Worship Center (6:45-8:00pm)
 - Worship Choir in choir room (7:00-8:00pm)
- Combined Rehearsal in Worship Center (8:00-8:30pm)

Thursday – Saturday (1 hr)

- Personally sharpen anything that's questionable

Sunday Mornings (4.5 hrs) (ALL TIMES ARE MANDATORY)

- Band/Instrumental Rehearsal (8:00-8:30am)
 - Please arrive earlier than 8:00am to set up your gear
- Final Rehearsal with Worship Choir & Worship Team (8:30-9:10am)
- Prayer (9:15am)
- Worship Service (9:30am)
- Worship Service (11:00am)

Sunday Evenings (2 hrs) (ALL TIMES ARE MANDATORY)

Approximately twice per month, Heritage has Focus Nights on Sunday evenings. Many but not all of these events utilize a music team. The following schedule pertains to the nights when a music team is involved.

- Separate Rehearsals (4:00-4:45pm)
 - Band/Instrumentalists - Worship Center
 - Worship Team - Choir Room
- Final Rehearsal with Worship Team (4:45-5:30pm)
- Focus Night (6:00pm)

REHEARSAL EXPECTATIONS

DO:

- **Come early.** Enough to set up, tune, and be ready to go by the down beat.
- **Keep your ears open.** It's important that we are not only confident in our individual parts, but are also listening to the band as a whole. Listen to what each player is playing. Is it blending well with the rest of the team? Think "big picture" during rehearsal.
- **Know the lyrics and music.** Do your best to use the confidence monitors for cues, but avoiding being overly dependent or reading the lyrics on the screens. It is difficult to connect with the congregation if you are not confident or if you are glued to the confidence monitors. Memorization is even better!
- **Utilize personal mixers.** Adjust personal mixers to a level where you won't have to "fiddle" between songs. Set it. Leave it. Save it. If you need help learning how to use the personal mixers, feel free to ask.
- **Communicate clearly.** If you need something from the Audio Operator, communicate it to the Worship Leader who will coordinate with the Production Director. They are your point of contact between the stage and the tech booth. If there is an issue, clearly communicate the problem and be patient. We are on the same team!
- **Rehearse with energy and passion!** Don't "save up for the weekend." The energy and excitement you bring to rehearsal is just as important as your musical preparedness!
- **Tidy up!** Make sure water bottles, coffee cups, sheet music, personal items etc., are off the stage after rehearsal and run-through on Sunday morning and/or evening.

DO NOT:

- **Doodle/Noodle!** If someone is speaking with a team member or a sound engineer, keep instruments and voices quiet. ("Noodling" is the pseudo-official term for playing your instrument when you shouldn't be!)
- **Complain.** If there are technical, musical or miscellaneous complications, keep attitudes positive and morally high. You are the one responsible for the atmosphere created at a rehearsal. If you notice another member being negative or complaining, don't feed into it. Instead, seek to understand the issue and begin to work through it as a team.
- **Stare at chord charts or confidence monitors.** This will only weaken you as a musician/vocalist. Don't be the weakest link. Constantly push yourself to be the best musician you can be. Engage the congregation!

STAGE PRESENCE

So much is communicated through our eyes, face and body language. Be sure to connect your facial expression and body language to the lyrics. If they are joyful, be joyful! If they are somber or reflective, convey the appropriate emotion. If you appear to be emotionally disconnected from the lyrics of the songs, the congregation will miss the meaning and message we are trying to communicate. What an honor it is to be the ones to teach people how fun, expressive, and life changing worship can be! It's not about a song service. It's all about encountering and experiencing God in a new and deeper way, each and every time we worship. Engage the congregation or the focus of the moment (i.e. the pastor giving the announcements). If there is a video playing, make sure your attention is focused on the screens and you are not being a distraction.

BEFORE SERVICES

- Arrive backstage at least 10 minutes before the service. TVs with a live feed of the service, bathrooms, and water are all available backstage.
- Have earbuds in and be ready to play by the 3 minute mark of the countdown.

BAND LEADER

POSITION DESCRIPTION

- In preparation for a Wednesday evening rehearsal, the band leader should go over the music several times (as band members are also expected). Rehearsing their instrument (if scheduled), taking note of the following things:
 - Overall flow of worship set - does the Worship Pastor plan on doing any transitions verbally between the songs, during the songs - know that ahead of time and think through how songs will flow
 - What is the band instrumentation this week? Take note of your key players and think through how their part fits in
 - Listen to the recordings while pulling up the leadsheet. If using Music Stand, take notes digitally, or printed copies can be given to you ahead of time - request this from Jamie.
 - Notes: Tempo, feel of the song, difficult chord changes or movement, band hits, accents, crescendos, diminuendos, rit., etc.
 - If there are any parts that are not written in the music or in the recording that you want specifically - contact that band member ahead of time and ask them to prepare; if they are comfortable with the request
 - Map out what parts of each song need to be focused on from 7 to 7:30 pm. 30 minutes is not a lot of time to learn a new and/or run 5 songs total. Choose snippets
- Wednesday Night Rehearsal
 - 6:45 pm
 - Arrive at least 15 minutes prior to rehearsal, leaving enough time to set yourself up, make sure drummer has understanding of lay out, confirm pianist can play during offertory, and make sure band members have everything they need, set your aviomix, mention to band what channel your microphone is in
 - If no drummer, click can be run through the floor wedges and an iPad brought out to be with you - this needs to be communicated to Tyler ahead of time
 - Begin promptly at 7 pm.
 - Unless your pianist or drummer are late and it's very difficult to start without them, start rehearsal by opening a short prayer and then straight to it.
 - Start from the top. At the beginning of each song, communicate how the song will start/flow from the next: clarify with band members - stick count, only click, 8th note click, with keys holding over, etc, just acoustic guitar, then everyone in measure 2, etc
 - As much as possible, read off the lead sheet so you can communicate measure numbers to the band. But also have a good understanding of what the chord chart looks like so you can communicate both when referencing where to start. Make sure band knows where you are before moving forward.
 - If you hear something out of place, or think it could be better, immediately cut the band off and address the issue. Keep in mind to encourage the band and to take the time to make sure your team members know errors are okay, and as much as they prepare at home, pulling it together takes time and patience. Then, address the issue and run it again. Pay attention to dynamics
 - 7:45 pm - Worship Leader joins you
 - While the worship leader/pastor is running the rest of the rehearsal, you are expected to still interject and address the band as needed. Have the confidence and freedom to stop the band, if needed to quickly clean things up. Keeping in mind, time moves quickly and to focus only on what can be managed. If the band is struggling, or seems like they didn't prepare, kindly remind them "play it like it was on the recording", "follow the dynamics on the leadsheet", "charts all on pco", etc.
- Sunday morning - 8 am rehearsal start
 - continue to assist Worship Leader. Be early and ready to go. Talk with band members and see where they are at or if they have any questions before and after rehearsal. Reconfirm band transitions, catch those missing from Wednesday night up to speed, make sure band members know where to charge iPads if they are low, when to do a drumstick count vs click channel, etc. There's time to be nitpicky up front - still keep time in mind. Encourage dynamics.

TIME REQUIREMENTS

- All scheduled rehearsal times
- All scheduled service times
- Any other required meetings to discuss service planning

RESPONSIBILITIES

- Attend all rehearsal times as communicated via Planning Center
- Attend all services scheduled via Planning Center
- Coordinate with Worship Pastor/Leader to plan the set list for the upcoming week
- Personal practice during the week to listen and memorize the songs, lyrics, and interludes and any other components of the set

QUALIFICATIONS

- Servant heart, willing to submit to authority of the church leadership and Worship Pastor and a sensitivity to Holy Spirit
- Comfortable being seen and heard as you contribute to leading worship, while maintaining a humble attitude
- Must recognize themselves as leaders both on and off the stage
- Musical versatility
- Understand, read, and play chord structures and rhythms
- Ability to exude confidence and interact musically with and have sensitivity towards other team members
- Confident and authentic stage presence
- Demonstrate a certain level of skill as determined by the Worship Pastor

INSTRUMENTALIST PERSONAL EXPECTATIONS

As a team of worship leaders (this includes everyone from musicians to Tech Ops and beyond) we must maintain a level of commitment and leadership across the board. We must strive to keep our eyes on God and our hearts firmly in His hands and pursue Him fervently.

PRACTICAL RESPONSIBILITIES

- Arrive at rehearsals with enough time to prepare your gear (tune, plug-in, set-up, etc...) before the rehearsal time begins. For example, if rehearsal time is at 7:00pm and you are a guitar player, you should plan to arrive early so that you have enough time to set up, tune, adjust your settings if needed and be ready to start promptly at 7:00pm.
- Make sure to frequently save your Aviom mixes. If power goes out or a cable comes unplugged the units reset to default levels.
- Once your volume levels are set, please do not change them. For example, if you are the lead electric player, do not turn your amp up after rehearsal or in between services unless an audio technician has requested you to do so. Doing so will negatively affect the monitor mix of every person on the stage.
- When team members are talking or leaders are giving instruction, be prepared to listen during that time and refrain from playing over them (no "noodling")
- Our commitment (HBC) to you as an instrumentalist/vocalist is to have everything you need to prepare/practice available early and easily. Worship sets are posted as early as possible and finalized no later than the Tuesday before rehearsal. All musicians should have enough time to access the music, listen to it, and practice it prior to rehearsal. Rehearsals run much better when everyone has a good idea of how each song goes. Specific details will be communicated during rehearsals.
- Rehearsals are extremely important and as such, your presence at them when you are scheduled is equally important. We understand life circumstances, but please communicate that to the band leader if you are going to be late or unable to make a rehearsal. We will either find a replacement, or follow up with you to make sure you have any changes made for that week's music selections.

INSTRUMENT SPECIFIC EXPECTATIONS

PIANO

- Play the piano score or read off of lead sheet for each musical piece selected for that particular week; simple is always better
- Communicate with band leader what your preference is for charts: piano score, lead sheet or rhythm chart. With the understanding that you'll play piano leads that are in the recordings.
- Coordinate with the keyboardist on what works well with key transitions between songs
- Take direction from the band and worship leader on how those transitions will work
- Default to the tempo set by the drummer for the duration of the song
- Be prepared to play something light and soft during prayer times or other transition times as deemed by the pastor/worship leader
- Always play confidently and trust your sound engineer. They will control your volume in the overall house mix.
- Be prepared to add or omit scored electric lead lines as the band changes for a particular set.

KEYBOARD

- You are the icing on the cake! The pads and lead lines that a keyboard creates really bring our music to a new level. Pay close attention to the tones of the pads and synths that the keyboard players use on recordings. Tone is crucial for this role!
- Fill the holes that the rest of the band cannot. Pads, organs and other patches may seem simple, but play an essential role in building a solid mix
- Get creative with your playing and equipment! Spend time searching out new patches that would fit well in songs that might not have a defined keyboard part. Check with the band leader to see if it works well with the song.
- Don't overplay! With so many instruments playing at once, keep all parts tasteful and limited.

BASS

- Consistency is key! You are the backbone of the rhythm section. Your number one job is to be tight with the drummer's kick and snare pattern, adjusting to changing rhythms of a song.
- Don't play "all over the place", playing unnecessary extra runs and scales. Focus instead on playing well with simplicity, and playing the songs as they were recorded.

- Show energy and passion while playing!
- Listen closely to the tone of the bass player on the recording. Try to match the tone as closely as possible, whether it be by using a pedal, or even playing with a pick.

LEAD ELECTRIC

- Know your role. Play the lead parts only.
- If you are the only electric player scheduled for a set, try to balance lead and rhythm parts as appropriate.
- Coordinate with the other guitarists to make sure your tones complement one another and you are not playing on top of one another.
- Please come prepared with the equipment needed to get the correct sound. Please don't experiment during rehearsal or the run through.
- Have excellent tone. Your sound doesn't have to match the original, but you shouldn't play with three overdrives during a song that calls for only a first stage. Tone doesn't just come from your gear! Half of a guitarist's tone comes from the hands:
 - Good hand-to-hand coordination.
 - Dexterity of fingers, which comes from doing finger movement and finger strength exercises.
- Play with finesse. Less is more. Play with confidence and sensitivity to what the part requires.
- Your parts need to rise above and cut through the mix. Make sure your tone is conducive to that.
- Unless it is specified otherwise, know the parts in the original track. If you feel you have something that might work better than the original, make sure you are still prepared for both and consult the band leader regarding your proposed changes.
- Make a conscious effort to keep your parts solid with the tempo of the song.
- When there are tabs written (usually provided through worshiponline.com) use these, otherwise refer to tutorial videos, power chords and reference Lead sheet for any further clarification.
- Responsible to turn amp on and off backstage

RHYTHM ELECTRIC

- Know your role. Play only rhythm parts, or electric 2 parts.
- Coordinate with the other guitarists to make sure your tones complement one another and you are not playing on top of one another.
- Do NOT underestimate the role of a rhythm player. This role supports the song, fills space, and drives the song.
- When learning/practicing parts, don't just hear a chord or riff and play it the way you want. Sometimes artists use certain chord "voicing" or play things at certain spots on the fretboard to achieve the best sound for that song. Those parts and placements are crucial to playing the song correctly.
- A rhythm player's tone should be tailored to that role. Make sure your sound doesn't have too much high-end and is thicker than a lead player's, without sacrificing clarity.
- A rhythm player should be perfectly in sync with both the click and drummer's patterns. Like a bass player, a rhythm player can make the foundation of a song excellent, or they can make it messy by not locking in with the drummer and click.
- When there are tabs written (usually provided through worshiponline.com) use these, otherwise refer to tutorial videos, power chords and reference Lead sheet for any further clarification.
- Responsible to turn amp on and off backstage

DRUMS

- Prepare and save all BPMs to ensure smooth and quick transitions.
- Let your facial expressions and singing show your passion for worship.
- Have lots of energy, but don't play uncontrollably. Keep your dynamics in check.
- Focus on consistency and be intentional with your playing.
- Know and be prepared to play all the parts on the record, but be prepared to be flexible with your playing during worship.
- You are the tempo setter, the rest of the team should follow you, so stay consistent to the tempo that you set.

ACOUSTIC GUITAR

- While the quality of your instrument matters, your overall skill and ability are the most important.
- Be able to play in all keys that are in sharps and understand what capo and key works for keys that have flats. Don't just play in key of G with a capo because it is easier.
- Do not avoid bar chords if that is what was intended for the acoustic guitarist to play. There are ways to

"cheat" in contemporary music, but it does not always work. Play authentically and challenge yourself to learn to play the chords well.

- If you hear fret buzz, check your fingerings and work towards removing that from the sound of your guitar.
- The sound of your guitar matters, both acoustically and plugged in. If you would like, work with the Band Leader to come early to rehearsal and coordinate with the sound technician to get the best sound from the electronics on your guitar.
- Listen through the songs scheduled that week and pick out your part. Take note of different techniques used: double strumming, arpeggiated picking, palm mute, etc.
- Less is more! Depending on the type of band scheduled, listen to how your part fits in. You won't always play. Refer to lead sheets to see which parts play when. And always listen to the recording!
- Acoustic Guitar will not always be heard in the general mix as much as other parts, rather you'll hear the driving of the strum pattern as part of the rhythm section. Make sure not to conflict with drums and coordinate with the Rhythm Electric player to ensure that you're blending or have a similar strumming pattern.
- Lock in with the click and drums
- When possible, memorize your chords. Acoustic Guitar rarely has written parts. Since most of what is played are chords and those chords repeat and have patterns, know your music and look up so you can effectively lead the congregation!
- When playing with a second acoustic guitarist, meet ahead of rehearsal to determine who will play what part. In a full band setting, Acoustic 2 may be playing very basic down strum patterns that will add to volume - don't do messy strumming patterns. Perhaps have different capo settings to add a different sound. Ex: acoustic 1 play in C, acoustic 2 play in G capo 5.
- Refer to worshiponline.com tutorials with new songs

OTHER INSTRUMENTS

- While the quality of your instrument matters, your overall skill and ability are the most important.
- Can play

CHOIR MEMBER EXPECTATIONS

HBC has two distinct choirs that serve in different roles. Our Worship Choir supports the vocalists and band by offering a strong musical expression of worship, encouraging others to enter into a meaningful time a time of communing with God. The Seasonal Choir serves at selected times during the year, with focused choral arrangements.

PRACTICAL RESPONSIBILITIES

Worship Choir

- Participates weekly in Sunday morning services
- Currently, rehearsals are Wednesday nights from 7:00-8:15pm
- Final rehearsals are Sunday Mornings from 8:30-9:10am
- For those that are not able to attend on Wednesdays, see the choir director for other arrangements
- If for some reason, a Worship Choir member is unable to attend both the Wednesday rehearsal and the final rehearsal Sunday morning, it would be best for them to not participate. Rehearsal is essential to be an effective Worship Choir member.

Seasonal Choir

- Sings on select Sundays surrounding Easter, Christmas, and other times throughout the year.
- Dates are always communicated well in advance to allow for members to plan ahead
- Music, typically performance choir arrangements, will be provided during scheduled rehearsal times.
- Rehearsals are scheduled on select Sunday afternoons leading up to the special choir season
- If the commitment level may present an issue, please communicate your schedule to the choir director for other arrangements

PERSONAL RESPONSIBILITIES

- A servant's heart
- Must recognize yourself as a leader both on and off the stage/platform
- Ability to interact and accommodate needs of other team members
- Worship in a manner that does not draw attention to the worshiper, but points attention to Christ
- All are urged to be committed to rehearsals and weekly services
- Communicate with the Choir Director for any other needs or special circumstances

WORSHIP TEAM VOCALIST EXPECTATIONS

As a team of worship leaders (this includes everyone from musicians to Tech Ops and beyond) we must maintain a level of commitment and leadership across the board. We must strive to keep our eyes on God and our hearts firmly in His hands and pursue Him fervently.

Vocalists are a vital part of the worship ministry as they contribute to the fullness of sound by singing harmonies (parts) and can also be called upon to lead out a song as a solo at different times. In addition to the the vocal contribution, the worship team is also tasked with engaging the congregation during corporate worship.

PRACTICAL RESPONSIBILITIES

- A vibrant and growing personal relationship with Jesus Christ
- Regular attendance at Heritage (membership is strongly encouraged, but not required)
- Worship Team vocalists are **strongly encouraged** to also be active participants in the Worship Choir. The Worship Choir is the first place the Music Ministry leadership will look for new Worship Team members.
- Block out vacation and unavailability on Planning Center as far out as possible for easier scheduling
- Confirm all dates scheduled (and available) on Planning Center. Be responsible for your scheduled commitment(s). If you are unable to fulfill your commitment, please let your team leader know as soon as possible (i.e. Choir Director, Band leader, Worship leader, etc.).
- Check all emails from and actively correspond with Music Ministries leadership
- Maintain a healthy, authentic, and uplifting presence on social media
- Interact positively with other team members, leadership, and with the congregation
- Must be able to hear or learn parts, and blend vocally with other vocalists on the worship team, to create a tight blend with the other singers
- Communicate any questions to the worship leader off-mic so the leader can address your question in a timely fashion, appropriate to rehearsal time and goals
- Know the lyrics and the road map of the songs. Although we use confidence monitors for cues and reminders, Worship Team members should not be overly dependent on the screens. Music, lyrics, MP3s are available on Planning Center and vocalists are expected to make use of these resources.
- Listen carefully to and match how the worship leader or lead vocalist is singing--rhythms, pronunciations, phrasing, tone, style, etc.
- Take note to exercise proper breath control and breathing techniques. Be careful to avoid taking large breaths directly before a vocal entrance. Otherwise, the microphone picks up a collective gasp of air.
- Watch your tone! This isn't limited to just pitch. Make sure you don't narrow out your tone by becoming too nasally. Many vocalists make this mistake by not opening their mouths wide enough and by singing words the same way they would say them. By not opening your mouth wide enough, you are forcing more air to be released through your nose, thus causing the unwanted nasal sound.
- Work on being versatile with your vocal style. At Heritage, we use a variety of musical styles and we aspire to "musical authenticity." That means we need to adapt our vocal tone and style to different styles of music. For instance, many vocalists have had classical voice training and are accustomed to using a lot of vibrato when they sing. For most of the music we use in our worship services, vibrato should be kept to a minimum and vocalists should be open to receiving coaching and instruction as needed.
- We value continuous improvement! Whenever possible, evaluate yourself--your stage presence, vocal tone, etc.--by watching the videos of the services at hbclynchburg.com (coming soon!).
- Engage the congregation through eye contact and body language. Smile, clap, and move. Connect your body language to the lyrics of the songs. If they are joyful, be joyful! If they are somber or reflective, convey the appropriate emotion with your facial expression and body language.
- Make motions and gestures BIG! Every movement and facial expression appears less dramatic to the congregation than it feels to you on stage. Become comfortable with being on stage and leading with confidence and boldness, but in a way that does not draw attention to yourself or distract others from worshipping.

PERSONAL RESPONSIBILITIES

- Demonstrate a servant's heart
- Must recognize oneself as a leader both on and off the stage/platform
- Possess the ability to interact with and accommodate the needs of other team members
- View your voice as your instrument! Similar to all other instruments on the stage, your voice has its own place within a song.
- Be flexible, teachable, and dependable!

WORSHIP LEADER

POSITION DESCRIPTION

The Worship Leader is anyone on the Worship Team and is responsible for leading people into a growing relationship with Jesus Christ; drawing them into authentic worship by pointing to Him through Gospel-truths, artistic expression, and lives that reflect His character both on and off the stage. This person is the front person who leads the congregation each week in worship through singing, reading of Scripture, speaking, and prayer. The Worship Leader must be able to coordinate with the Worship Pastor, Choir Director and Band Leader, to produce a time of worship that is both excellent in quality and Christ-exalting. In addition, the Worship Leader serves as the main point of contact for questions, clarification, and requests of the technical operations team. As assigned, they are tasked with facilitating a time of worship that not only focuses on Christ first and foremost, but also prepares the hearts of those in attendance to hear the teaching and preaching of the Word. This position requires a high level of humility, and a constant desire to lead others to the throne of God each week.

*A faithful worship leader
magnifies the greatness of God in Jesus Christ
through the power of the Holy Spirit
by skillfully combining God's Word with music,
thereby motivating the gathered church
to proclaim the gospel,
to cherish God's presence,
And to live for God's glory.*

- Bob Kauflin - *Worship Matters: Leading Others to Encounter the Greatness of God*

TIME REQUIREMENTS

- All scheduled rehearsal times
- All scheduled service times
- Any other required meetings to discuss service planning

RESPONSIBILITIES

- Attend all rehearsal times as communicated via Planning Center
- Attend all services scheduled via Planning Center
- Coordinate with the Worship Pastor and Music Ministry Assistant to plan the set list for the upcoming week
- Personal practice during the week to listen and memorize the songs, lyrics, and interludes and any other components of the set

QUALIFICATIONS

- Demonstrate a vibrant and growing personal relationship with Jesus Christ
- A deep love for and obvious knowledge of Scripture
- Servant heart, willing to submit to authority of the church leadership and Worship Pastor and a sensitivity to the Holy Spirit
- Comfortable being seen and heard as you contribute to leading worship, while maintaining a humble attitude
- Must recognize themselves as leaders both on and off the stage
- Musical versatility
- Proficient in vocal technique and control
- Ability to harmonize and hold a vocal part on their own
- Understanding of chord structures, vocal blend, and contemporary rhythms
- Ability to interact musically with and have sensitivity towards other team members
- Confident and authentic stage presence
- Demonstrate a certain level of skill as determined by the Senior Pastor and/or Worship Pastor

OPPORTUNITIES FOR STUDENTS

Because of our close proximity to Liberty University and other area colleges, Heritage has the unique opportunity of involving students during their educational pursuits. For many students, Lynchburg and Heritage may be home for a four year season of their lives--often, only during months that classes are in session. For others, Lynchburg and Heritage may become a permanent home. While Liberty and other area colleges have an enormous pool of musical talent, Heritage desires to provide opportunities to those students who seek to make Heritage their church home-away-from-home while also valuing the talent of individuals who may have been a part of Heritage for a long time.

CSER Credit (Christian Service)

As a part of fulfilling their education requirements at Liberty University, students may request to be a part of the Music Ministry at Heritage. However, opportunities will be limited and approved by members of the Music Ministry Staff. Currently, the Worship Choir is the area in the Music Ministry that can accommodate the most people on a weekly basis. Other areas such as the Worship Team, Worship Band and Technical Productions may also be available, depending on the abilities of the student and the needs of the Music Ministry. Interested students must make their own arrangements for transportation to and from the church for both Wednesday rehearsals and Sunday services when they are scheduled.

Practicum Students

Similar to CSER Credit, Music and Worship students need to fulfill certain practicum requirements before graduating. Heritage can accommodate a limited number of practicum students who can provide a certain level of leadership in the areas of Middle and High School Worship, the Worship Choir, Technical Productions, Worship Band and Worship Team. Opportunities are extremely limited with requests made directly to the Worship Pastor. The Worship Pastor will then discuss the opportunity with the appropriate staff member before making a decision. A formal interview may be required.

Internships

In the near future, Heritage would like to offer internships in conjunction with Liberty's School of Music. However, at this time, we are unable to offer formal internships.

HELPFUL TERMS

STAGE LEFT	Area of the stage to the on-stage subject's left and audience right
STAGE RIGHT	Area of the stage to the on-stage subject's right and the audience left
HOUSE LEFT	Same as stage right
HOUSE RIGHT	Same as stage left
DOWNSTAGE	Front of stage
UPSTAGE	Back of stage

RESOURCES

[Journey Church Worship Handbook](#) (Journey Worship [Webpage](#) with handbook)

[Hillsong Worship Commitment](#)

[Harvest Worship Team Packet](#)

[Restoration Life Church](#)

[Vineyard Church](#)

[Worshiponline.com](#) - Login: guitars@hbclynchburg.com; Password: HBCguitars

MUSIC MINISTRY MEMBER COVENANT

By my signature below, I certify that I have read and understand the expectations outlined in the Music Ministry manual (both general expectations and role-specific). I also give my permission to the Music Ministry staff or team leader to hold me accountable to meeting these expectations. If I fail to meet these expectations, I understand that a Music Ministry staff member or team leader may ask me to step away from my role until I am willing or able to once again meet the expectations.

Signature_____Date_____

Printed Name_____