

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 2018/19)

We have 5 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 – *Henderson Team*;
- Week 3 – *Miller Team*;
- Week 4 – *Reimer Team*; and
- Week 5 (4 times a year) – *Hoffman Team*.

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

2. WORSHIP TEAMS LEADER RESPONSIBILITIES (PAULINE D IN 2018/19)

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

2.1. Support & Collaboration

- Pray for the WTs;
- Provide ongoing feedback and updates to the WLs;
- Provide a learning opportunity for WTs (*e.g., Sharpen Conference*) 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;
- 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.

Highland Mennonite Brethren Church Ministry Manual - UPREACH Worship Team Guidelines

3. WORSHIP LEADER RESPONSIBILITIES

WLs oversee their WT's, 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*

- Contact the Church Office for sermon theme, number of songs, number of sets, and specific song requests;
- Confirm participation of WT Members, inform Church Office of each participating WT Member and their role; and
- Prepare your music binder.
- Practice at home, confirming your part, intros, outros, and transitions between songs.

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 Highland Church as well as those who have attended church all their lives.

- Choose songs;
- Include 1-2 hymns; and
- Consider 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 Pastors, UPreach Coordinator, and Worship Leaders;
- Rehearsal – approved by the Pastors, UPreach Coordinator, and WLs; already introduced by one or more WT's; not yet adopted by all WT's;
- 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 Pastors, UPreach Coordinator, and WLs; or special music; and
- Not Specified – none.

Highland Mennonite Brethren Church Ministry Manual - UPREACH Worship Team Guidelines

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

- Log into WP;
- Select “Songs Library” under the blue “Library” tab;
- Ensure that the blue “show fields” drop-down menu includes “Life Cycle”;
- Check off the desired “Life Cycle Stages” in the far left column (scroll down); and
- Check off the desired fields in the blue “show fields” drop-down menu.

3.1.4. Top Songs

It is helpful for Pastors, the UPreach Coordinator, and WLS to periodically review the songs Highland Church sings most often:

- Log into WP;
- Select “Songs Library” under the blue “Library” tab;
- Select “Song Usage Statistics” under the grey “Songs” drop-down menu;
- Choose the number of “Your Top Songs” you wish to see;
- Choose the “From” and “To” period for which you’d like to see results;
- Choose “All Locations” for “At”; and
- Click the green “Update List” button.

3.2. Introducing New Songs

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

3.2.1. Approval Process

- Add your new song suggestion in WP:
 - <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 Pastors, UPreach Coordinator, and other WLS to review song;
- Await replies from Pastors, UPreach Coordinator, and WLS;
- Set the Life Cycle Stage as determined by this process:

Highland Mennonite Brethren Church Ministry Manual - UPREACH Worship Team Guidelines

- 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;
- 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 worship 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).

Highland Mennonite Brethren Church Ministry Manual - UPREACH Worship Team Guidelines

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 worship 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., conclude WT warm-up to free up Sound Tech and stage for other sound-checks;
- Pray with Service Leader, WT Members, Sound Tech, Media Tech, and any other Sunday morning team members in the sanctuary; and
- Confirm song maps with Media Tech.

3.6. During the worship service

- Follow the worship flow carefully;
- Listen for and respond to prompts by Service Leader or Preacher;
- Engage congregation by looking friendly and making eye contact, when possible; and
- Pay attention to promptings by the Holy Spirit.

3.7. After the worship service

- Disinfect your microphone with a wipe available from the Sound Tech;
- Help put away mics, mic stands, music stands, guitar stands, and sound monitors;
- Tidy, cover, store, or pack up and take home your instrument as required; and
- Take home your music binder.

**Highland Mennonite Brethren Church
Ministry Manual - UPREACH
Worship Team Guidelines**

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 between songs.

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;
- Follow the Sound Tech's instructions; and
- Follow your Worship Leader's instructions.

4.3. During the worship service on your scheduled Sunday

- Follow the worship flow;
- Listen for and respond to prompts by Service Leader or Preacher.
- Follow your Worship Leader.
- Engage congregation by looking friendly and making eye contact, when possible.

4.4. After the worship service

- Disinfect your microphone with a wipe available from Sound Tech;
- Help put away mics, mic stands, music stands, guitar stands, and sound monitors;
- Tidy, cover, store, or pack up and take home your instrument as required; and
- Take home your music binder.

**Highland Mennonite Brethren Church
Ministry Manual - UPREACH
Worship Team Guidelines**

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
- WorshipPlanning (“WP”) cloud-based service planning tool – 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 and guitar chords downloaded from SS)
 - Lead Sheet – Red (words, melody only, and guitar chords downloaded from SS)
 - Vocal Sheet – Blue (words, harmony, and guitar chords downloaded from SS)
- Ensure that marked originals always remain in the song file folder and copies are made when needed.
- 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 Chord Sheet, Lead Sheet, and Vocal Sheet;
- Log in to WP;
- Select “Songs Library” under the blue “Library” tab;
- Choose green “Add A New Song” tab in far left menu;
- Begin entering the song title and select it when it comes up in drop-down menu;

Highland Mennonite Brethren Church Ministry Manual - UPREACH Worship Team Guidelines

- Under “General” tab, select appropriate “Life Cycle” and enter best key for our congregation;
- Under “Files” tab, upload Chord Sheet, Lead Sheet, and Vocal Sheet by clicking on “Drag Files Here To Upload” and finding the files where you saved them;
- Under “Web” tab, copy and paste the official or most suitable version of the song from [youtube](#);
- Ignore “Songbooks” tab, unless the song is found in our hymnals;
- Click “Save”, then reopen song;
- Under “Song 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 song 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 worship flow, ensuring that these are correctly entered in WP;

Highland Mennonite Brethren Church Ministry Manual - UPREACH Worship Team Guidelines

- Pull song file folders and file lyric sheets in media tech binder according to worship flow, then leave song file folders on top of cabinet;
- Insert lyrics in current EW schedule according to worship flow:

<https://support.easyworship.com/support/solutions/articles/8580-adding-and-editing-songs#LocateAndDisplayASong>